DOCUMENT RESUME

ED 116 597 HE 007 270

TITLE Emory and Henry College Faculty Handbook 1975-1976.
INSTITUTION Emory and Henry Coll., Emory, Va.
PUB DATE [75]
NOTE 101p.

EDRS PRICE MF-$0.76 HC-$5.70 Plus Postage
DESCRIPTORS Academic Freedom; Academic Standards; *Administrative Policy; *Church Related Colleges; *College Faculty; Departments; *Higher Education; Libraries; *Personnel Policy
IDENTIFIERS Emory and Henry College; *Faculty Handbooks

ABSTRACT

The 1975-76 faculty handbook for Emory and Henry College covers: (1) academic freedom; (2) the faculty; (3) academic organization; (4) academic policies and procedures; (5) faculty personnel policies; (6) the library; and (7) general information, such as the academic year, facilities, housing, and registration. (Author/KE)

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EMORY & HENRY COLLEGE

FACULTY HANDBOOK

1975 - 1976

HE 007 270

FOREWORD

This 1975-76 handbook has been prepared for the convenience of the faculty and its purpose is to summarize some of the College regulations and practices as they relate to the faculty. It is not an all-inclusive document and the ultimate authority for the statements included is to be found in various official actions and policy statements of the Board of Trustees, the administration, and the faculty, acting either collectively or through its various committees. Faculty members are requested to become familiar with the regulations and practices described in the Emory & Henry College catalogue and in the Student Handbook.

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ACADEMIC FREEDOM

Emory & Henry College guarantees to its faculty and staff the rights and responsibilities of academic freedom. This College was founded upon and continues to subscribe to the position that its institutional purpose is to promote educational excellence within the context of the Christian faith. The integrity of both the individual and the institution requires that appointment to the faculty or staff be accepted in the light of this position. Any interpretation of academic freedom which disavows or disregards this principle is contrary to the purposes of the College. In the words of the Bylaws of the College (Article VI, Section 6), members of the staff "shall be expected to safeguard the Christian ideals of the College and to conserve its relationship to The United Methodist Church." Within this framework the policies of Emory & Henry College on academic Freedom are as follows:

(1) Teachers are entitled to full freedom in research and in the publication of the results, subject to the adequate performance of their other academic duties; but research for pecuniary return should be based upon an understanding with the authorities of the institution.

(2) Teachers are entitled to freedom in the classroom in discussing their subjects, but they should be careful not to introduce into their teaching controversial matter which has no relation to the subject.

(3) College and university teachers are citizens, members of a learned profession, and officers of an educational institution. When they speak or write as citizens, they should be free from institutional censorship or discipline, but their special position in the community imposes special obligations. As persons of learning and educational officers, they should remember that the public may judge their profession and their institution by their utterances. Hence they should at all times be accurate, should exercise appropriate restraint, should show respect for the opinions of others, and should make every effort to indicate that they are not institutional spokesmen.

THE FACULTY

Definition

The faculty consists of all members of the instructional staff appointed to faculty rank and certain administrative officers who have been assigned faculty status by the Board of Trustees. Members of the faculty are customarily appointed to one of the academic departments for participation in the instructional program. In those instances where members of the faculty teach in more than one department their departmental relationships and prerogatives shall be defined by the Academic Dean in consultation with the department chairmen concerned, and with the Academic Council. Except for special or temporary appointments, such as visiting lectureships, appointments to the faculty follow the four conventional academic ranks: professor, associate professor, assistant professor, and instructor.

Responsibility

Article VI, Section I, of the Bylaws of the College provides that the "Board (of Trustees) shall delegate, through the President, to the Academic Dean and the faculty, general supervision of the curriculum and the government and instruction of the student body, including such matters as requirements, curricula, instruction schedules and other requirements." Ultimate authority for the educational program resides in the Board of Trustees, with the President as chief executive and administrative officer of the College.* A representative of the faculty serves on the Board of Trustees.

In addition to these legally assigned responsibilities, the responsibilities of a faculty member also arise from the purposes of Emory & Henry as a church-related college and an institution of higher learning. These include the responsibility to maintain a high level of competence as a teacher as well as the obligation to maintain and advance scholarly professional standing. Above all, a faculty member in both professional and personal performance is expected to be exemplary in supporting the high standards for which the College stands and which it attempts to impart to its students.

* The Complete bylaws of the Holston Conference Colleges (Emory & Henry, Hiwassee, and Tennessee Wesleyan) are included in the appendix.

Faculty Bylaws (Adopted 1963)

1. The Faculty

   a. Article VI of the Bylaws of Emory & Henry College provides that the Board shall delegate, through the President, to the Academic Dean and the faculty, general supervision of the curriculum and the government and insturction of the student body, including such matters as admissions requirements, curricula, instruction schedules, and other requirements. Actions of the faculty are subject to the review of the President and the Board of Trustees.

   b. The faculty shall be comprised of all persons named to faculty status by the Board of Trustees. Such members of the faculty, including professors emeriti, shall be entitled to vote at faculty meetings. Visiting lecturers and invited guests shall have only the privilege of the floor. On matters of curriculum, members who do not hold academic rank shall have only the privilege of the floor.

2. Meetings

   The faculty shall exercise its voting privileges on matters of academic policy and procedure as outlined in Article I at regular monthly meetings. The meetings also serve to keep members of the faculty informed of individual and committee activities, administrative plans and policies, and provide an opportunity for offering opinions and recommendations regarding policies of the College.

3. Time of Meetings

   a. The faculty shall meet in September at the call of the President and at that time announce a schedule of meeting dates for the academic year.

   b. The faculty shall meet in special session at the call of the President, or in his absence the Dean, or upon written request from five or more members of the faculty.

4. The Chair

   As provided by the Bylaws of the College (Article V, Section I), the President shall serve as chairman of the faculty. In his absence the Dean shall occupy the chair. In the event these officers are not in attendance the secretary shall call the meeting to order and the faculty shall proceed to elect a presiding officer pro tem.

5. The Quorum

Members of the faculty are expected to attend the regular and special meetings of the faculty. The presence of a majority of the members of the faculty, not including the members on leave, shall constitute a quorum.

6. Rules of Order

Except as herein provided, parliamentary procedure and the keeping of minutes shall be in accordance with Robert's Rules of Order, Revised.

7. Voting

a. Questions before the faculty shall be decided by voice votes or by show of hands at the option of the chair. If the ruling of the chair on a voice vote is challenged, voting shall be by show of hands.

b. Upon request of any two members present the faculty shall use a written ballot. Elections on questions involving a choice between persons by name shall require a written ballot unless there is but a single nominee for an office.

c. A committee of five faculty members shall be elected at the September meeting to serve as tellers for the academic year. In the event of a written ballot, the chair shall appoint two or more tellers from this committee.

8. Order of Business

a. In regular meetings of the faculty the order of business shall be:

Invocation
Minutes
Reports of Officers
Reports of Committees
Unfinished Business
New Business
Announcements
Adjournment

New or unfinished business may be acted upon in conjunction with the report of a committee or of an officer or may be deferred to the appropriate order at the option of the chair.

b. A majority vote of the members present at any meeting may change the order of business for that meeting.

c. In special meetings of the faculty only those items of business stated in the call shall be presented, and their order shall be determined by the presiding officer.

9. Advance Notice of Proposals

a. Officers, committees, and individuals intending to present proposals to the faculty at regular meetings shall see to it that such proposals are placed on the agenda and shall distribute to each member copies of the material to be presented. To be deemed adequate notice, such materials should be in the respective campus boxes of the members at least three days in advance of the time of meeting. Upon request by the faculty member the presiding officer shall determine whether or not a proposal submitted for approval without advance notice is considered and in order.

b. Proposals for changes in the Bylaws of the faculty shall be presented to the regular faculty meeting preceding that at which the proposal is to be acted upon.

10. Proceedings Confidential and Binding

a. The proceedings of meetings of the faculty are to be regarded as confidential. This shall not preclude the appropriate dissemination of information necessary to the conduct of the College concerning the acts of the faculty. However, neither expressions by individuals nor the division of opinion shall be divulged to non-members.

b. Actions adopted by the majority of the faculty are binding upon all members; it is the professional obligation of each member to enforce the rules, regulations, and procedures so established.

11. Open Hearings

a. Open hearings on matters of concern to the faculty may be called by the President, the Dean, or any duly constituted faculty committee.

b. The officers or committees authorized to conduct open hearings shall upon written request from three or more members of the faculty, hold open hearings on subjects within their purview.

12. Secretary of the Faculty

a. A member of the faculty shall be elected secretary of the faculty to serve for three years subject to re-election.

b. Not less than three days prior to each regular meeting he shall provide each member with a notice of the time, place, and agenda.

c. The secretary shall authenticate with his signature the approved minutes of each meeting when they have been transcribed into the permanent record.

d. The original copy of the minutes shall be contained in a bound volume. Following the reading approval of the minutes, a typewritten transcript, authenticated by the signatures of the secretary and the presiding officer, shall be filed in a loose-leaf binder in a fire resistant file in the archives of the library.

13. Access to Permanent Record

When not in use the permanent minutes of the faculty shall be kept in a fire resistant file in the academic offices. Any member of the faculty may have access to the permanent minutes during regular office hours. Members of the faculty may reproduce minutes of the meetings. Such persons, however, shall be responsible for the confidentiality and securing of these records.

14. Parliamentarian

A member of the faculty shall be elected parliamentarian to serve three years subject to re-election. He shall advise the faculty on parliamentary procedure.

15. Visitors

Except upon invitation of the presiding officer or the faculty, no visitor shall be permitted to attend regular meetings of the faculty.

16. Amendment and Suspension of Bylaws

a. Three-fourths of the members present may suspend a Bylaw of the faculty so far as it relates to the transaction of business at a meeting.

b. No less than one month's notice shall be given of amendments proposed for the Bylaws of the faculty. An affirmative vote of two-thirds of the members present shall be required to adopt the proposed revision.

17. Summer Meetings of the Faculty

The President, Dean, or Director of Summer School may call special meetings of the faculty of the summer school to deal with matters relating to the summer program. Matters of general faculty policy or curriculum revision fall outside the jurisdiction of these meetings.

18. Student Representatives (Adopted 1973)

One to three student representatives, elected by the students, may attend faculty meetings. These representatives have the privilege of the floor but not the privilege of voting.

END BYLAWS

Committees (Adopted 1972)

The standing committees of the faculty are:

Committee on Academic and Cultural Enrichment Program
Committee on Academic Policies
Committee on Academic Standards
Committee on Admissions and Student Aid
Committee on Athletic Life
Committee on Committees
Committee on Special Academic Programs
Faculty Advisory Committee
Library Committee

I. Membership

A. Faculty

1. Faculty members shall serve on committees as designated by the faculty, the Dean and/or the President.

2. Members of the faculty may not serve simultaneously on more than two standing faculty committees.

3. The faculty shall elect the membership of the Faculty Advisory Committee and the Committee on Committees without nominations from the Committee on Committees.

4. The Committee on Committees shall serve as a nominating committee for membership on all other committees. As a part of its procedure of selection, it shall formally provide an opportunity for each faculty member to indicate his preference with regard to committee assignments, and it shall review these expressions of interest prior to submitting its nominations to the faculty. Following the presentation of these nominations, further nominations may be made from the floor.

   All replacements of members of standing committees of the faculty (by virtue of resignations from the faculty, retirements, etc.) will be made for the period of the unexpired term, rather than for a full three-year term, in order to preserve the rotational pattern of committee membership; replacements for persons on leave will be made for the period of the leave only, again to preserve the pattern of rotations.

5. Membership on each committee, with the exception of the Faculty Advisory Committee, shall be for three years on a rotating basis. At the February meeting of the faculty, the faculty shall elect new members and/or replace the Committee on Committees and the Faculty Advisory Committee. At the March meeting of the faculty, the faculty shall elect new members and/or replacements on the other faculty committees. All committees shall serve from April 1 to April 1.

6. Each committee may invite a member of the faculty for consultation on relevant committee business. In some cases a committee may hold an open hearing to determine faculty opinion on an issue. Faculty members should cooperate in the work of the various committees whether or not they are members of such committees.

B. Students

1. Two student representatives shall be elected to each of the following committees: Athletic Life, Library, Academic Standards, and Admissions and Student Aid.

   Three student representatives shall be elected to the Committee on Academic Policies.

   Four students shall be elected to the Committee on the Academic and Cultural Enrichment Program.

2. All student representatives to faculty committees shall have voting rights, but officers of each committee shall be elected from those members of the committee with faculty status, except in those committees on which additional restrictions are imposed.

3. The Council on Student Affairs shall submit to the Committee on Committees each year a list of upperclassmen nominees for all available positions on faculty committees by March 1. This list shall contain at least twice the number of names as there are positions to be filled along with recommendations for specific assignments. The Committee on Committees, acting for the faculty, shall elect the student representatives to each of the committees in consultation with the committee involved.

II. Organization

A. Each standing committee shall be comprised as defined under Section III, Definitions of Committees. The President and the Dean are ex officio members of all committees, with the exception of the Faculty Advisory Committee.

B. Exclusive of the President and the Dean, any faculty member of a committee may be elected as its chairman. The Librarian, serving as an ex officio member of the Library Committee, shall not be elected chairman of that committee.

C. The person whose name appears first on each committee on the official roster of committees prepared by the Committee on Committees shall serve to convene that committee for its first meeting at which time a chairman and a secretary shall be elected (from those with faculty status) to serve for one year.

D. Subcommittees, which may be appointed by a parent committee, shall have their duties defined by and shall report to the parent committee. Faculty members of any subcommittees may be selected only from the faculty members of the parent committee.

E. Each faculty committee shall keep regular minutes which shall be filed in the office of the Dean at the end of the academic year.

F. Each committee shall annually and at such other times as may be appropriate, report to the faculty. Committee recommendations to be presented to the faculty shall be distributed in advance in accordance with the Faculty By-laws.

G. The chairman or the secretary shall notify all members of the committee of the time and place of meeting.

III. Definitions of Committees

A. Committee on Academic and Cultural Enrichment Program

This committee shall be responsible for planning and/or coordinating the entire cultural program of the College in consultation with representatives from all three academic divisions of the College. The "cultural" program will include all concerts, films, lectures, dramas, convocations and other non-classroom fine arts and academic events open to the entire college community. It shall also be responsible for the implementation of the cultural program, which includes program publicity and the hosting of visiting speakers. Although it is given the responsibility of planning and/or coordinating all cultural programs at the College, it shall designate which of these programs (or other off-campus events) shall meet the ACEP requirement.

This committee shall have the responsibility of preparing and making budgetary requests on the basis of anticipated program needs. It may also recommend to the faculty or the appropriate administrative officer any policy related to the cultural program of the College.

This committee shall be composed of five faculty members, including at least one representative from each of the three divisions, elected by the faculty, four students recommended by the Council on Student Affairs and elected by the Committee on Committees, and the Dean of Students, by virtue of his position as the administrative coordinator of the cultural program.

B. Committee on Academic Policies

This committee is the major educational policies committee for the College. It shall review and make recommendations to the faculty and/or administration on all matters affecting instruction, including teaching loads and faculty research. It shall review and make recommendations to the faculty on matters affecting curriculum, including such matters as academic standards, revision of departmental offerings, introduction or elimination of courses, course requirements and credit hours, evaluation of independent and honors program, development of new departments or programs, and major and minor offerings.

It shall review, and make recommendations to the faculty on all matters relating to degrees offered and graduation requirements, including total number of hours, quality points, distribution of courses, requirements for major and minor, and the minimum and maximum number of courses a student may schedule per term. It shall study and recommend course offerings in relation to the departmental aims and the present and long-range educational policies of the College.

This committee shall study departmental structures, interpret the regulations and requirements of accreditation and other educational agencies with which the College has or contemplates association and assist the Dean in the general coordination and promotion of the instructional program.

This committee may approve, revise, or refer for restudy to the originating department, committee, faculty member, or officer the proposal submitted to it. In each instance the originating agency shall have the right of appeal to the faculty. At the discretion of the faculty, minor instructional policies may be formulated and implemented by the Committee on Academic Policies. Major educational policies shall be referred to the faculty. All actions of this committee are subject to review of the faculty.

This committee shall be composed of five members elected by the faculty, serving three-year staggered terms, an ex officio member designated by the President to serve jointly with the President and the Dean as ex officio members, and three student members recommended by the Council on Student Affairs and elected by the Committee on Committees acting for the faculty.

C. Committee on Academic Standards

This committee shall study and recommend policies and act upon marginal cases involving application of academic standards, such as readmission of students previously required to withdraw for academic reasons, retention of students who fail to meet established standards, scheduling of hours in excess of authorized load, class attendance policies, grade or average required for participation in activities beyond the curriculum. It shall advise the Dean in cases where interpretation of satisfaction of the requirements for graduation may be in question. In general, this committee shall review periodically the adequacy of regulations designed to assure appropriate academic standards and shall act for the faculty in dealing with exceptional cases referred to it by members of the faculty or administrative officers.

This committee shall study and recommend policy on awarding of academic prizes and honors, inculding the Dean's List, the Honor Roll, and other academic attainments. It shall select outstanding students as candidates for and publicize the programs of the Rhodes Scholarship and Danforth, the Fulbright, the National Science Foundation, the Woodrow Wilson, and other competitive graduate fellowships. It shall take appropriate action to encourage and promote the preparation of able students for entering upon advanced or foreign study, working through appropriate departments and faculty advisors.

This committee shall be composed of the Registrar who shall be ex officio, three members of the faculty elected by the faculty, and two student members recommended by the Council on Student Affairs and elected by the Committee on Committees acting for the faculty.

D. Committee on Admissions and Student Aid

This committee shall study, recommend, and implement policies on admission of students to the College. It shall invite the counsel of the appropriate dean on matters of admission or readmission. After policy on admissions has been determined, the ex officio members may be authorized to act on the basis of such policies.

It shall study college policies on student financial aid and make recommendations to the President and reports to the faculty. After consultation with the appropriate

officials or members of the faculty, this committee shall recommend to the President those students to whom financial aid shall be granted or cancelled. Financial aid from sources other than student aid and loan fund (i.e., student assistants in departments and library, I-Hey, etc.) is administered by the responsible officer or officers of administration or instruction; however, financial aid from all sources shall be processed in consultation with the Director of Financial Aid.

This committee shall be composed of the Director of Admissions and the Director of Financial Aid who shall be ex officio, three members elected by the faculty, and two student members recommended by the Council on Student Affairs and elected by the Committee on Committees acting for the faculty. The review of applications for admission and student financial aid shall be restricted to the directors of these programs and the faculty members of the committee. Student members will participate in the development of policy, procedures and planning.

E. Committee on Athletic Life

It shall be the responsibility of the Committee on Athletic Life to recommend to the faculty and/or administration, as is appropriate, all policies dealing with intercollegiate athletics. Specifically, it shall recommend and review policies regarding the use of all funds designated for intercollegiate athletics, the establishment of team schedules, eligibility requirements, and the use of athletic facilities. It shall also be the responsibility of this committee to maintain the policies under which the athletic program operates. The committee shall serve as a liaison between the administration and faculty and all groups with interest in the area of athletics, such as student groups and alumni. It shall be the responsibility of this committee to promote a healthy intercollegiate athletic program that is compatible with the educational objectives of the College.

The chairman of this committee shall represent the College in regional meetings involving athletics and shall serve as the institutional member in whatever athletic conference the College may be a member. The Athletic Director and/or the Head Coach of the sport or sports involved shall advise said chairman as to the best interests of the college intercollegiate athletic program.

Membership in this committee shall be as follows: The Director of Athletics, the Chairman of the Department of Health and Physical Education, and the Dean of Students who shall be ex officio; three members elected from the faculty (with not more than one additional member from the Department of Health and Physical Education), one of whom

shall be elected by the committee as chairman; and two student members recommended by the Council on Student Affairs and elected by the Committee on Committees acting for the faculty.

F. Committee on Committees

This committee shall study faculty committee definition, structure, composition, terms of service, and election procedure, and shall recommend to the faculty and the President policies in these matters. It shall be the duty of this committee to maintain a continuous record of the composition and functions of standing committees and all other special committees. This committee shall serve as a nominating committee for membership on the Board of Trustees and on all standing committees except the Committee on Committees and the Faculty Advisory Committee. The committee shall use care to have proper representation from the major academic disciplines where such representation is essential to the work of any standing committee.

This committee shall be composed of three members elected by the faculty.

G. Committee on Special Academic Programs

This committee shall initiate and/or consider and recommend to the faculty policies on departmental honors programs, interdisciplinary major and minor programs, short-term courses, off-campus internships, study-abroad programs, student-directed seminars, interdepartmental programs, or other special programs which do not fall within the regular patterns of curricular offerings. It shall coordinate its work with the Committee on Academic Policies and with the academic departments. It shall represent the faculty for the review and approval of individual proposals for interdisciplinary majors and minors or other programs which require such review. It shall be responsible for assuring that both policy and practice in honors, interdisciplinary and special studies reflect academic standards of quality. It shall recommend policies for the recognition of honors or other special work, as appropriate.

This committee shall be composed of three members, elected by the faculty.

H. Faculty Advisory Committee

This committee shall review and recommend to the President, Dean, department and division chairmen, the faculty, and through the President to the Board of Trustees, as appropriate, policies regarding the professional status and the professional rights and responsibilities of the faculty as a body and as individual members. It shall recommend to the President and the Dean policies regarding criteria for appointment, promotion in rank, tenure, salary scales and increments, collateral and retirement benefits, sabbatical and other leaves, faculty grants and awards, and such other areas as may relate to faculty personnel policies. It shall actively encourage the development of institutional policies and faculty practices for continuing growth of the faculty, including leaves of absence for study and research, membership and participation in professional organizations, the provision of facilities and services to enhance professional morale, the orientation of new members of the faculty, and the identification of the professional needs of the faculty.

It shall assist, whenever possible, in the interviewing of prospective faculty members and shall report its findings to the relevant department chairman, the Dean, and the President. It shall review and recommend to the President and the Dean the appointment or non-appointment to tenure of those recommended by department chairmen and/or the Dean. It may also recommend to the President and the Dean the appointment to tenure of any other non-tenured faculty members. It shall select the recipient of the McConnell Scholarship and notify the recipient of the Faculty Travel Grant. It shall elect each year four of its members to serve on the Trustee Liaison Committee of the Executive Committee of the Board of Trustees.

It shall serve as the official committee of the faculty to hear professional grievances and to advise members of the faculty in matters of termination of appointments, alleged violations of the principles of academic freedom or tenure, or other professional concerns or grievances of individual members of the faculty. It shall represent the faculty on any matter which requires such representation before the Board of Trustees.

It shall function as an advisory committee to the President and/or Dean on any matter not specifically assigned to another faculty body or committee. Likewise, any matter

which is of direct concern to the President and/or Dean may properly be placed before this committee. It shall receive suggestions, comments, and recommendations from any source. It shall refer such of these as may fall within the purview of other committees to the indicated committee and on others it shall undertake such study as it may deem appropriate.

This committee shall be composed of six faculty members elected to serve for two years. Any faculty member with departmental status shall be eligible for membership. All nominations shall be made from the floor. A majority vote is required to elect each member.

I. Library Committee

This committee shall have an advisory relationship to the Librarian and serve to maintain liaison between the library and the faculty and students. It should keep itself thoroughly informed, advance library interests, and report frequently to the faculty for discussion, counsel, or confirmation. It shall supply the Librarian with information about new educational policies, new courses, and new plans for campus developments since these matters have a direct bearing on library needs in view of the academic program; advise the Librarian on matters of general library policy; allocate, in consultation with the Academic Council, book funds to departments; form policy on the purchase of multiple copies of books for reserve; assist with maintaining of college archives; help in the development of the library resources; support requests for adequate book funds; assist in planning for additional facilities; formulate policy on accepting gifts; prepare proposals to foundations; study periodical subscription needs; make and receive suggestions for ways to imporve the library's effectiveness in teaching; conceive methods to promote student library use; and help to create an appreciative understanding of the library's educational function.

This committee shall be composed of three faculty members (one from each academic division) elected by the faculty, and two students recommended by the Council on Student Affairs and elected by the Committee on Committees acting for the faculty. The Librarian shall be an ex officio member, but shall not serve as chairman.

Other Faculty Committee Participation

A. Three faculty members appointed by the President, three members of the Board of Trustees appointed by the Chairman of the Emory & Henry Executive Committee of the Board of Trustees, together with the Dean and the President of the College, serve as a joint committee for nominating candidates for honorary degrees. The President acts as chairman of the committee.

The following guidelines as a procedure for nomination of candidates for honorary degrees have been adopted by the Executive Committee: (February 16, 1974).

1. A pattern of rotation of committee membership be established effective with the annual meeting of the Board of Trustees in October, 1973. The charter panel for 1973-74 shall include one trustee each for one, two and three year terms and one faculty member each for one, two and three year terms; the 1974-75 panel shall replace the one year members with three year members; the 1975-76 panel shall replace the two year members with three year members; and each successive panel will be comprised of persons serving staggered three year terms. Replacement for a member not completing a full term shall serve only the unexpired portion of the term. The President of the College serves as chairman of the committee, the Dean of the College is ex officio with vote, and the Executive Assistant to the President serves as secretary and resource person without vote.

2. Persons desiring to present candidates to the committee on honorary degrees be required to complete a standardized nomination form.

3. An attempt be made to recognize persons who have achieved national or international recognition as leaders in such areas as the arts, education, science, industry, religion, and the government or other forms of public service.

4. Subject to significant standards of creative achievement and recognized leadership, consideration continue to be given to persons of the regional area in which the College is located and from within the alumni group; that within these groups special attention be given to those who have rendered outstanding service to the College across the years.

5. Nominations for honorary degrees be limited in number (two, except as unusual circumstances warrant the awarding of more than two) and not more than two degrees be awarded in a single year to persons in any one area of achievement.

6. Information sheets on proposed candidates be kept on file in the administrative offices and reviewed and updated periodically by the Committee on Honorary Degrees.

7. Nominations be presented from the Honorary Degrees Committee to the faculty for their recommendation to the Executive Committee of the Board of Trustees for authorization, preferably at the Winter meeting of the Executive Committee. In no case shall the name(s) of the nominee(s) be released. Approval or disapproval of the nominations on both the faculty and Executive Committee levels shall be by secret ballot and shall be sealed and entrusted to the President who will inform the honoree(s) so elected, the results of the ballot to be reported and recorded at the Spring meeting of the Board.

B. Faculty members are appointed to committees to administer certain interdisciplinary programs. These programs are described in the College catalogue.

C. From time to time, faculty members are appointed or elected to ad hoc committees to consider specific concerns.

D. The three faculty members on the Council on Student Affairs shall constitute a liaison committee between the CSA and the faculty, having responsibility (1) to report regularly to the faculty about CSA discussions, proposals, and actions; and (2) to carry to the CSA sentiments and recommendations of the faculty.

E. The Committee on Committees shall serve to nominate to the Student Body and/or the faculty, faculty representatives to the Judicial and Appeals Boards of the 'Judicial Code for the Student Body' as prescribed in the Student Handbook; it also shall serve in similar capacities for such other assignments as may be defined in the structure of other student affairs (i.e., CSA Constitution, Article V, Sect. A), with the understanding that such functions on behalf of the faculty do not constitute recognition of such bodies as standing committees of the faculty or limit the eligibility of such representatives for participation on standing committees of the faculty.

ACADEMIC ORGANIZATION

The general framework of the College and the lines of responsibility are described in the Bylaws of the Holston Conference Colleges, a copy of which is included in the appendix of this handbook. These bylaws provide that the President shall serve as the Chairman of the faculty and shall have responsibility for the general administrative and academic program of the College. General supervision of the curriculum and the government and instruction of the student body, including such matters as admission requirements, curricula, instruction schedules and other requirements is delegated under the bylaws through the President to the Academic Dean and the faculty. The bylaws provide that the Academic Dean shall have general responsibility for the educational program of the College. He shall advise with the President in the formation of the faculty, the determination of the curricula, and concerning all interests under his direction.

Academic Council

With these general provisions in mind, curricular instruction has been organized in a divisional structure, with nineteen academic departments structured in three divisions: Division of Humanities, Division of Science, and Division of Social Sciences. The chairmen of these divisions, the Academic Dean, the President, and the Director of the Center for Teacher Education constitute the Academic Council. The Academic Dean shall serve as the chairman.

The Academic Council shall serve as the principal agency for recommending long-range educational plans and basic educational policy. The Council shall be concerned with the integration and coordination of the total educational program of the College on a continuing and systematic basis. The Council also shall have the responsibility of gathering adequate and accurate data on recent trends and practices in higher education and the dissemination of this information to the members of the faculty. The Council shall act in the role of an advisory council to the President on matters of academic planning, programming, and budgeting, including the area of capital expenditures as they affect the operation, growth, and development of the educational program. The Academic Council may recommend or initiate proposals to the appropriate department, division, or committee, changes in academic policies and procedures for their consideration.

At the end of the academic year, the Academic Dean in cooperation with the other members of the Academic Council shall prepare a state-of-the-educational-program report to be shared with the faculty, administration, the President, and the Board of Trustees.

Divisional Structure

Each division shall be headed by a chairman who is appointed by the President in consultation with the Academic Dean and serves as the

representative of the division to the faculty, the Dean, and the President of the College. Appointment ordinarily is made from tenured faculty and is for a period of up to three years and may be renewed. The term of office is normally from April 1 to April 1. Reappointment or termination of appointment is at the discretion of the President. Ordinarily, appointment will not be continued during the three years prior to retirement.

The division chairman presides at divisional meetings and chairs meetings of the department chairmen within the division. Minutes of divisional meetings shall be kept and copies placed on file in the Dean's office. The division chairman reports directly to the Dean of the College; meets at least once each term with the division; has the responsibility to administer, coordinate, recommend, and promote the policies and programs of the division and of the College as appropriate to the division.

The division chairman shall periodically review with department chairmen, departments, and the division, as appropriate, the adequacy and effectiveness of the educational programs within the division. He provides leadership and direction in effecting improvements in divisional programs and policies within the context of faculty and institutional policies and procedures. This responsibility may entail studies of the content and relationships of curricular offerings and requirements to the philosophy and objectives of the institution, the needs of the students, and practices and trends in higher education. He shall assist departments and chairmen in the review of enrollments, frequency of course offerings, and such other academic concerns as may relate to an effective educational program. He shall review the recommendations of department chairmen regarding teaching loads and class schedules and shall submit to the Registrar an annual recommendation of a coordinated divisional schedule of course offerings for the ensuing year.

He shall receive from department chairmen their annual reports and those of members of the departments. He shall receive, review, and transmit with his own comprehensive recommendations for the division, the budget requests of department chairmen. He shall make recommendations regarding staff additions or reductions and the priorities within the division. He shall interview and make recommendations regarding applicants for positions within the division. Upon request of the President in consultation with the Academic Dean he may make recommendations for the appointment of department chairmen within the division. He shall serve as a member of the Academic Council.

By January 31 each year, the division chairman shall submit a report to the Academic Dean which will include a review of the quality and needs of the teaching programs within the division. He shall review the recommendations of each department chairman and submit these, together with his own comprehensive recommendations to the Dean. A part of the divisional report must deal with a comparative statement and analysis of the relationship between the internal practices and operations within the division and the relationship to practices and trends in higher education in general.

Neff Center for Teacher Education

The total area of teacher preparation, including practice teaching, disciplinary requirements, all courses from the various departments with specific emphasis on preparation of teachers, and scheduling, shall be supervised and coordinated by the Director of the Center for Teacher Education.

Faculty members of the Departments of Education and the Department of Health and Physical Education hold joint membership in the Division of Social Sciences and the Center. For purposes of divisional voting and committee representation they shall be considered members of the Social Science Division. For purposes of Academic Council representation, budget administration and coordination, curriculum development, course scheduling and planning they shall be considered members of the Center. Annual reports of individual faculty members (see below) shall be submitted to both the Director of the Center and the Chairman of the Social Science Division.

An annual report by the Director of the Center shall be submitted each year by January 31 to the Academic Dean and the President.

Departmental Structure

Each department shall be headed by a chairman who shall be charged with carrying out the policies of the department as well as those of the faculty and the College. He shall be appointed by the President in consultation with the Academic Dean. Normally, appointments to the chairmanship shall be made for a term of up to three years and may be renewed. The usual term of office is from April 1 to April 1. Reappointment or termination of appointment is at the discretion of the President. Ordinarily, appointment will not be continued during the three years prior to retirement.

Responsibilities of the department chairman shall include:

1. The administration and management of the departmental curriculum.

   The chairman shall consult with the Division Chairman and the Dean concerning proposed changes, additions, or deletions in the program of the department, which then should be submitted to the Academic Policies Committee. (See Appendix.) A tentative course schedule, which will be reviewed and coordinated by the Academic Council, is submitted with the departmental annual report. (See below.) Projected topics for unspecified seminars, the content of which courses or seminars is not specifically described in the catalogue, must be reviewed each year by the Special Academic Programs Committee. Faculty members proposing these seminars

should submit a rationale and description to the department and the Dean.

2. Departmental meetings.

   The chairman presides over meetings of the department. Minutes of the meetings should be kept and copies filed in the Dean's office.

3. The quality of instruction in the department.

   This will include the general supervision, guidance, and evaluation of members of the instructional staff; active participation in recruitment of departmental faculty members; academic advisement.

4. Preparation of the annual departmental budget request.

   All members of the department should be consulted in regard to the budget request, which should be submitted with appropriate supporting statements of rationale by the department chairman to the division chairman and the Academic Dean by January 22 for the ensuing academic year. Categories in the budget request are: equipment, supplies, student assistants, library, attendance at professional meetings, and other expenses. All anticipated expenses for the coming year, such as field trips, should be included.

5. Supervision of the finances of the department.

   All departmental expenses should come within budgetary limits and should be approved by the department chairman. Requisitions for departmental purchases must be made by the chairman on forms provided by the business office. An inventory should be maintained and records kept of departmental equipment and supplies.

6. Library budget and purchases.

   The budget requests for library acquisitions each year (included in the departmental annual report) are reviewed both by the Librarian and the Library Committee of the faculty. Their recommendations, along with the original requests, are reviewed by the Academic Council, and a specific allocation, from the total funds budgeted for library, is made to each department for purchase of books relating to the work of the department. Authorizations of charges to this allocation shall be made by the department chairman or by the library liaison person in the department who shall keep appropriate records of expenditures in conjunction with the purchasing department of the library.

7. Student Assistants

A limited number of student assistants are available to perform services in connection with the academic work of the department, and these services are charged as part of the departmental budget.

Written requests for student assistants must be justified and must be submitted by the department chairman to the division chairman and to the Dean by January 31 as a part of the budget proposal. All student assignments shall be made through the Director of Financial Aid in cooperation with departmental and divisional chairmen and preference will be given to students who demonstrate financial need and competence for the assignment. The chairman shall be responsible for the proper assignment of student assistants within the department and for their supervision. Departmental assistants ordinarily are not available during the summer months.

8. Preparation of the departmental annual report.

Each year, no later than January 22, each department chairman shall submit a report to the Dean through his division chairman on the state of the department and make recommendations for the ensuing year. This report should include a resume of professional activities of members of the department, and distinctive or special activities undertaken, a report on the caliber of teaching and academic advisement in the department, personnel recommendations, departmental problems, a report on the work of student assistants, a budget proposal, a tentative course schedule, and other appropriate matters. This report must also include a statement comparing the work of the department with that of the previous year, as well as an analysis of the current program and practices as they relate to specific trends in the discipline and in higher education in general.

Interdisciplinary Programs

Interdisciplinary programs in which several departments and more than one division may be involved are administered by special faculty committees which report to the faculty and to the Academic Council.

Annual Reports of Individual Faculty Members

Annual reports are a major means of communicating interests and concerns and providing information for reference and planning during the coming year. Each faculty member is expected to submit a report, through the department chairman, to the division chairman, the Dean, and the President not later than January 15 each year. These reports are intended to provide an opportunity for faculty members to describe in some detail their contributions to the profession and to the institution during the previous year. Especially are they invited to comment upon their teaching experience at Emory & Henry during the year, its problems and rewards. These reports serve, together with those of the department chairman, the division chairman, the Academic Council, and the Dean, to provide the President and the Board of Trustees current information on the status of teaching and of the academic community. In addition to (1) a statement on their teaching and related experiences, the report should include (2) a description of the course(s) taught, approach or approaches used, a copy of the final examination(s); (3) a list of publications since February 1 of the preceding year; (4) speaking engagements; (5) current membership in organizations; (6) service on committees and offices held; (7) professional activities, including attendance at or participation in professional meetings; (8) research grants, awards or prizes received; (9) any other activities representative of the faculty member's contribution to the College community and the academic profession.

ACADEMIC POLICIES AND PROCEDURES

Regulations

Regulations covering academic policies and procedures are published in the College catalogue. It is expected that these regulations will be observed by all members of the faculty.

Reports

Accurate and current records of class attendance are required of all faculty members. From time to time the Dean, the Registrar, or the appropriate faculty committee will request reports on class attendance.

Mid-term grades for all freshmen, transfer students, and upperclassmen on academic discipline will be submitted to the Registrar at times specified in the catalogue calendar.

Grade reports for each student are submitted to the Registrar on prescribed forms at the close of each term. These should include term average, examination grade, and final grade. Once a grade has been reported it becomes a part of the student's permanent record and may be changed only by the faculty member involved with the knowledge and approval of the Dean and/or the Academic Policies Committee of the faculty.

Review and Reading Days

The academic calendar of the College designates certain Review and Reading Days preceding final examinations each term. Excepting Saturdays, no college extracurricular events are to be scheduled on those days and the faculty is expected to support the objectives of this policy by offering no tests or examinations during these periods.

Examinations and Grades

Comprehensive tests and final examinations must be given in all courses. The grade received on the final examination shall constitute a substantially determinative proportion of the total grade. The schedule for final examinations is determined by the Registrar. Exceptions to this schedule for individual students or for an entire class may be authorized only by the Registrar. Extreme care should be taken to preserve the integrity of testing by careful protection of examinations prior to the examination period.

Members of the faculty are expected to proctor each examination. Three hours are allowed for the final examination in each course. All final examination papers written by students should be retained for at least one term after grades have been recorded and then destroyed.

Faculty policies on grading are included in the College catalogue.

A grade of "Incomplete" should not be given unless the student in question absented himself for reason of illness or other valid emergency. It is expected that in such exceptional circumstances any work not completed will be completed and a written grade report submitted to the Registrar not later than the date in the ensuing term listed in the academic calendar as "Last Day for Withdrawal from Classes." Any exceptions to this regulation must have prior approval by the Dean. After that date the Recorder will enter upon the student's permanent record "WP" (Withdrawn Passing) or "WF" (Withdrawn Failing) as appropriate for the course or courses. Examinations missed because of emergency may be made up with the consent of the instructor and the Committee on Academic Standards. Ordinarily the make-up examination should be taken within one month of the date of the regularly scheduled examination; however, in no event may it be taken later than the end of the following term. A fee of $10 for each examination missed must be paid through the business office of the College, to reimburse faculty members involved for extra services rendered.

Members of the faculty are requested to submit final grades to the Registrar as soon as possible after each final examination. Grades should not be held until all examinations have been given, but should be turned in for individual classes as soon as possible. In order to be official, a grade which is reported late must be entered and initialed by the instructor on the grade form sheet specifically assigned for the course, which is kept on file in the academic offices. The Recorder will not accept for the record grades reported by telephone or by means other than that described above.

Student Integrity in Course Work

Inasmuch as the validity of the degrees granted by the College rests on the assumption that all course work is in fact evidence of the student's own achievement, the faculty should be especially alert in attending to violations of academic standards and following up on individual cases with the appropriate officials of the College. The faculty has adopted the following procedures for dealing with cases of cheating (1966):

> "In classes which have voted, by secret ballot, to adopt the Honor System, the following procedure shall be followed: When any student detects evidence of cheating on the part of another student, he shall report this evidence to the teacher

of the class involved. The plaintiff shall then, with the co-operation of the teacher of the class, present identical copies of this evidence to the Student Judiciary and to the Academic Dean. The Student Judiciary shall consider the evidence and make a written recommendation to the Academic Dean whose responsibility it will be to take final action in the case.

"When a teacher finds evidence of cheating in his classes he shall make a written report to the Academic Dean with recommendations for appropriate action. In all such cases, regardless of other recommendations or actions, it shall be the final prerogative of the teacher to decide whether or not the student (or students) involved shall continue as a member (or members) of the class. In no case shall a faculty member be required to appear as a litigant at any session of the Student Judiciary."

Effective Communication in Student Writing

The faculty has adopted (1964) the following statement regarding student responsibility for effective communication in all academic disciplines:

"The development of effective communication is one of the objectives of the educational program of Emory & Henry College. Substandard performance in any aspect of English usage, such as expression, spelling, punctuation, and grammar, is not defensible in any of the liberal arts. Consequently, grades on all papers and tests in all courses are subject to reduction if English usage is not acceptable. Continued demonstration of improper usage may result in failure."

Scheduling of Classes

Responsibility for the scheduling of classes rests with the Academic Council and Registrar. Department schedules are submitted by department chairmen on forms provided for incorporation in the College schedule.

Whenever possible, classes should be scheduled for a definite period in the weekly schedule. When a small enrollment is anticipated and the announcement of a course offering bears the notation "To be Arranged," it is expected that a regular time for the class meeting will be established as soon as possible after the beginning of the term. The Registrar should be consulted regarding the time and place of meeting for all such courses listed in the registration announcement. The notation "To be Arranged" should be used sparingly, and it may not be used for courses required of all majors.

A class with an enrollment of less than five shall be offered only upon the recommendation of the department chairman with the concurrence of the Academic Council and approval of the President. Such recommendations should be forwarded through the Academic Dean.

With the exception of certain spaces containing special facilities of fixed equipment, classrooms in all academic buildings are considered available for use by all departments and are not reserved for the exclusive use of a department or faculty member. Faculty members who require the use of facilities not regularly assigned are requested to seek the assistance of the Academic Dean or the Registrar.

Changes in the regular time or place for class meetings should not be made without prior consultation with the Registrar. Requests for use of other rooms for special purposes: e.g., examinations, availability of special equipment, etc., during the day should be taken up with the Academic Dean or Registrar. Requests for use of such rooms in the evenings or outside the daily class schedule should be addressed to the Assistant to the President.

Regular meetings of classes in the evening are discouraged, and require permission of the Academic Dean. Regular class meetings in faculty homes are discouraged.

Faculty members who wish to invite persons who are not members of the College faculty to participate in or take charge of their classes are asked to discuss the matter with the Academic Dean before final arrangements are made.

Course Changes

A period of four class days immediately following registration (see academic calendar in catalogue) is allowed for adding courses to schedules. A period of twelve class days (see academic calendar) is allowed for dropping a course without academic penalty (automatic "WF"). Any course change must be approved by the student's advisor after which it may be presented to the academic offices for action. Forms are provided for this purpose.

Auditors

A course audit fee of $30 per course is charged regularly enrolled full-time students and approved College personnel. A fee of $60 per course is charged for other auditors. A maximum of six hours may be audited by a person during a term. Prior approval of the Registrar is required. Auditors do not participate in classroom discussion and recitations (unless invited by the instructor to do so) and do not submit papers or take examinations in the courses audited. No grade or credit is given.

Class Attendance

The following statement summarizing basic philosophy of class attendance at Emory & Henry College was adopted by the faculty in 1963 and is published in the Student Handbook:

> "Emory & Henry College holds the philosophy that regular class attendance is a necessary part of the educational program of its students. Each instructor defines his attendance expectations within the context of this basic philosophy."

The details of official class attendance regulations are also printed in the College catalogue. Faculty members are expected to familiarize themselves with these policies.

As noted under Reports, accurate attendance records are required and are called for periodically. Faculty members are responsible to department chairmen and to the Dean for patterns of class attendance which are established in their classes.

Student Conferences and Office Hours

The lecture period constitutes only the formal aspect of the responsibility of the teacher. As a part of the educational program faculty members should insist upon conferences with students enrolled in their classes. The opportunities for contribution to immediate needs and course objectives and to the broader objectives of liberal education are greatly enhanced by these contacts.

Every member of the faculty is expected to schedule and maintain regular office hours. A suggested minimum pattern is two hours per week for every course taught. Regardless of total hours, every faculty member is expected to be accessible to students. Office hours should be posted and a copy provided the Academic Dean.

Faculty Advisors

Emory & Henry College considers student advising to be an important adjunct to the instructional program. Each student is assigned a faculty advisor who is responsible for providing guidance in academic planning. In most instances students are assigned to professors within departments in which they have elected to major.

The advisor is responsible for assisting in approving proposed course schedules. These schedules should be prepared in the light of all general requirements, major and minor requirements, teaching certification requirements, proper sequence of courses, and course load. No student who is employed full-time should be allowed to take more than a 2/3 load. The advisor is the agent who can most effectively control the problem of excessive student load.

The advisor should establish both a personal interest in and professional relationship to the student. He should require the student to make appointments, keep his degree-requirement check sheet up-to-date, and generally encourage the development of the student's sense of responsibility.

Change of advisor may be made only with the permission of the major professors involved and of the Academic Dean or Registrar. A change-of-advisor form is available at the Registrar's office.

Periodic reports on advisement will be required by the division chairman and the academic offices.

The chairman of the department is responsible for the academic advisement of students majoring in that department although other members of the department may be designated by the chairman to act as advisors. While the ultimate responsibility for fulfilling graduation requirements lies with the student, the departmental advisor should keep himself informed and should advise the student regularly in regard to all graduation requirements, not merely the program in the major department. With the assistance of the Director of Career Development, the departmental advisor is also responsible for vocational and post-graduate counseling.

Field Trips

Field trips in any department requiring absence from class must have the approval of the department chairman and the Dean and in those instances where other classes are affected should be approved at least two weeks in advance. Lists of students involved must be submitted in advance to the Dean of Men and/or Dean of Women and the Registrar. Only students in good academic standing are expected to take such field trips. Mileage must be charged against department budgets. Safety rules which are described on page 62 and which have been approved by the Board of Trustees must be observed. Expenses for field trips should be anticipated in annual budget requests.

Cancellation of Classes

Members of the faculty are expected to meet their classes at all times at which they are scheduled. If a faculty member is authorized to be away from the College he is expected to make prior arrangements for his classes with his department chairman. When classes must be cancelled the Registrar will post an official notice. All absences of instructors from class are to be reported to the Dean on the "Faculty Request for Short Leave" form available in his office.

Evaluation of Work at Other Institutions

Evaluation of courses taken other than at Emory & Henry is made by the Registrar in consultation with the Academic Dean. Faculty advisors are requested to remind students that clearance should be received in the academic offices before planning work at other institutions for proposed transference to Emory & Henry.

Approval of Candidates for Degrees

A simple majority of all faculty members present and voting is necessary for approval of candidates for degrees.

FACULTY PERSONNEL POLICIES

A major objective of the College in the development of the faculty is the appointment of persons who may contribute significantly to the total life of the College community. The purposes of the College are more nearly realized through faculty members who, in addition to their professional competence as teachers and scholars, contribute through campus and religious life, community service, and the general work of the faculty. It is anticipated that faculty members who identify themselves with the institution and the institutional pruposes will seek continuously to contribute both to its broader goals of academic excellence and to its commitments as a church-related college.

All appointments to the faculty are made by the Board of Trustees or its Executive Committee upon nomination of the President in consultation with the Dean. Promotions in rank and salary changes are effected in a similar manner. Department chairmen, the Academic Council, and the Faculty Advisory Committee are consulted on appointments, promotions, awarding of tenure, termination of appointments, and related matters. The Faculty Advisory Committee assist in the interviewing of prospective faculty members and in the development of personnel policies. The President, the Dean, and the Faculty Advisory Committee will be pleased to consult with individual faculty members on the personnel policies of the College.

A letter of appointment from the President or, in his absence, the Academic Dean, is the contractual instrument specifically stating title and/or rank, salary and collateral benefits, length of appointment, and any qualifying conditions or considerations. Faculty members are notified annually in writing of any changes in status of appointment, rank or salary.

Criteria Governing Appointment and Promotion

(1) Teaching. The most important responsibility of a member of the faculty of Emory & Henry College is good teaching. To discharge this responsibility the faculty member must be able by precept and example, both in and out of the classroom, to arouse the intellectual curiosity of the students, to transmit knowledge to them, and to assist them in developing skill and mastery of their subject matter. Popularity with students is not necessarily the criterion of good teaching; the teacher's performance will also be measured by the observations of his colleagues, by general reports received by officers of the administration, and by the performance of his students both while they are at Emory & Henry and afterwards.

(2) Scholarship. While it is acknowledged that teaching is the primary responsibility of faculty members, it is equally recognized that those who show scholarly promise and professional growth are more likely to be good teachers, as sound scholarship is the most important foundation of sound teaching. While Emory & Henry does not place major emphasis on the "publish or perish" concept, nevertheless scholarly research and publications are important criteria which may be used to measure the continuing intellectual vigor and growth of the individual faculty member and of the faculty as a whole. Just as faculty members expect constant re-education from students, they should be aware of the importance of constant re-education of teachers. Research and publications are a part of this re-educative process which guarantees a degree of vitality and prevents obsolescence.

(3) Service. While primary emphasis is placed on the academic contribution and performance of the faculty member, the following non-academic factors, although not decisive, are also taken into account in appointment and promotion: institutional service, including effective service on committees and discharge of administrative responsibilities, and community service.

(4) Institutional Factors. Appointments and promotions to specific ranks are also determined by institutional factors such as the overall distribution of faculty rank or financial exigencies.

In order to involve the faculty in developing the College in its totality as a thriving institution and to review faculty contributions to the total institutional effort, the College administration, on the initiative of the President, will schedule individual conferences with all faculty members, tenured and non-tenured, at regular intervals to accomplish these purposes. The above-stated criteria (teaching, scholarship, service) will constitute the basic agenda for these conferences, including delineation of the relation of each part to the whole.

Qualifications for Appointment or Promotion to Specific Ranks

Instructor. Appointment to the rank of instructor assumes the completion of the Master's degree and a commitment to pursue work toward the doctorate. It also requires evidence of promise in teaching and scholarship. Normally, a person may serve no more than four years as an instructor.

Assistant Professor. Appointment to the rank of assistant professor requires a record of successful teaching at Emory & Henry or elsewhere and evidence of promise beyond that ordinarily attained by an instructor. The earned doctorate is normally required for appointment to this rank.

Associate Professor. Appointment to the rank of associate professor from within the faculty carries tenure in most cases. Such appointment requires an earned doctorate, as well as a substantial record of achievement both in teaching and in other professional activities. Probationary appointment to this rank from without the College will not be continued beyond three years. Reappointment will usually be made with tenure.

Professor. All appointments to the rank of professor are with tenure, unless otherwise specified. Such appointment is reserved for outstanding scholars and teachers who have received recognition in the professional fields. The earned doctorate and a minimum of ten years' full-time teaching experience is required for appointment or promotion to this rank.

Special Appointments. Appointments to special positions such as departmental assistant, lecturer, artist-in-residence, distinguished scholar, are made at the discretion of the President in consultation with the Dean.

Tenure

1. a. The precise terms and conditions of every appointment to the faculty will be stated in writing and be in the possession of both the institution and the teacher before the appointment is consummated.

   b. With the exception of temporary appointments for specifically limited terms, all full-time appointments will be of two kinds: (a) probationary appointments, and (b) appointments with continuous tenure.

2. a. Probationary appointments may be for one year or for other stated periods, subject to renewal; but the total probationary period will not exceed seven years, including previous full-time service with the rank of instructor or higher in other institutions of higher learning; except that in the case of a faculty member called from another institution it may be required that he serve in a probationary status for a period not to exceed four years, even though thereby his total probationary period in the academic profession is extended beyond seven years.

b. Written notice that a probationary appointment is not to be renewed will be given the faculty member not later than December 1 of the year of expiration of his appointment. Written notice of the terms and conditions of an extension or renewal of probation will be given not later than March 1 of the year of expiration of the previous appointment.

3. Appointments after the probationary period are with continuous tenure unless otherwise specified. In order to be eligible for appointment to continuous tenure the faculty member must have attained professorial rank at Emory & Henry College. Until the retirement of the faculty member at age 65 and subject to the procedure specified in paragraph 5, below, such an appointment is terminable by the institution only for adequate cause (moral turpitude, professional incompetence, violation of Article VI, Section 5 of the Bylaws of the College, quoted above, discontinuance of the courses or program for which the faculty member is employed to teach, or on account of financial exigency). At least twelve months notice will be given before the termination of the appointment of any faculty member on tenure for cause other than moral turpitude. Termination of a continuous appointment because of financial exigency shall be demonstrable bona fide.

4. If a member of the faculty desires to terminate an existing appointment, or to decline a renewal of appointment, he shall give notice in writing not later than April 1 of the academic year in which his services are to be terminated. He may request a waiver of this requirement in case of hardship.

5. Termination for cause of a continuous appointment, or the dismissal for cause of a teacher previous to the expiration of a term appointment shall be considered by a faculty committee and either the Board of Trustees or its Executive Committee. In all cases where the facts are in dispute the accused teacher shall be informed before the hearing in writing of the charges against him and shall have the opportunity to be heard in his own defense by all bodies that pass judgment upon his case. He shall be permitted to have with him an advisor of his own choosing who may act as counsel. There shall be a full stenographic record of the hearing available to the parties concerned. In the hearing of charges of incompetence the testimony may include that of teachers and other scholars, either from his own or other institutions. Teachers on continuous appointment who are dismissed for reasons not involving moral turpitude shall receive their base salaries for one year from the date of notification of intended dismissal whether or not they are continued in their duties at Emory & Henry College. The decision of the Board of Trustees in all cases in dispute shall be final.

6. Eligibility for tenure is granted to full-time members of the College staff who have faculty status.

Teaching Load

Insofar as particular circumstances will permit it is expected that the teaching load of every faculty member will reflect the departmental and institutional norm and that it shall include work at both the introductory and advanced levels in accordance with the individual's professional competence. A normal teaching load is considered to be eight courses per year. Laboratories and field work are counted on the basis of three half-hour lessons as the equivalent of one lecture hour.

In individual circumstances the load may be increased or decreased by the Dean on the basis of the following factors:

1. Additional assignments not directly related to lecture or laboratory duties, such as research, extraordinary committee responsibilities, special administrative or non-academic assignments.

2. Enrollment in classes and the number of duplicate sections taught.

3. The number of "contact" hours in a science laboratory, in studio art, in applied music, in beginning language or conversation courses, in seminars and supervision of independent study or similar situations.

4. A newly appointed member of the faculty with minimum experience in teaching may be assigned a reduced load in his first year at Emory & Henry.

5. An emergency within a department.

The College provides additional remuneration for the faculty member in these exceptional cases when a teaching load exceeds eight courses. This remuneration is computed on the standard of six percent of the nine month salary for each additional course. Any arrangements for an overload must be approved in advance by the Dean and approval for additional remuneration must be certified in writing by him for the business office. Full-time administrative officers who are approved to teach more than one course in any given term will receive additional remuneration.

Additional Faculty Responsibilities

1. Committee Service.

   The Bylaws of the Faculty provide that faculty members shall serve on committees as designated by the faculty, the Dean and/or the President. (See page 8, Section I., A.)

2. Student Advisement.

A faculty advisor is selected for each student for purposes of academic counseling. The advisor will assist the student in relating his educational program to vocational and other objectives and to orderly progress toward the degree. He should confer regularly with each advisee and endeavor to establish a relationship conducive to meaningful advisement.

3. Attendance at College Functions.

Members of the faculty are expected to attend all faculty meetings, the convocation at the opening of the College, Charter Day Convocation, and Commencement. Absence from Commencement must be approved by the Dean.

Academic regalia will be worn at the opening convocation, Charter Day, and Commencement. Faculty members who do not own their academic dress may pruchase or rent it from the College bookstore. Such arrangements should be made two weeks in advance.

Each member of the faculty is expected to be present during reading periods and examinations for as long as College duties require his attention. Office hours should be observed during these periods and the Dean must be notified if any member of the faculty intends to be absent during them.

Short Leave

Faculty members who absent themselves from clasees for reasons of illness, attendance at professional meetings, or for other College business, should submit a "Faculty Request for Short Leave" to the department chairman who will in turn submit the request to the Dean for his approval.

Sabbatical Leave

Sabbatical leave is granted at Emory & Henry College primarily as an aid and inspiration to further achievement and not as a reward for past service. It may be awarded to a teaching member of the faculty at the end of seven years of continuous full-time service at the College. Persons without faculty status, non-tenured persons, professors emeriti, and persons who will be subject to retirement within one year following the end of the leave are not eligible for sabbatical leave. It is expected that sabbatical leave shall be used only in a manner which will increase the recipient's effectiveness as a teacher in the College and as a scholar in his field. Other employment during the period of leave is not permitted except in special cases where the employment might for

certain reasons be mutually beneficial to both the College and the teacher. The specific program proposed by the faculty member shall be reviewed by the Faculty Advisory Committee and must be approved in advance by the President of the College and the Board of Trustees or its Executive Committee. The College reserves the right to withhold leave whenever it is felt that the absence of the candidate for leave will seriously impair the instructional interest of the College or in any given year because of financial exigency. This is not to be interpreted to mean that small departments, where adjustments of teaching programs during the period of leave of a member may be more difficult, are to be deprived of equal consideration in the granting of sabbatical leaves.

Sabbatical leaves must be taken during consecutive terms within a given nine-month contract year (i.e., excluding summer school or a spring-fall arrangement). The salary shall be computed on the basis of the contract year in which the leave is taken. For a leave of three consecutive terms the salary will be one-half the nine months' salary, with equal payments to be made at the beginning of each of the three terms. Compensation for a leave of two consecutive terms will be five-twelfths of the nine months' salary, divided into two equal payments paid at the beginning of each of the two terms. For a leave of one full term the salary will be one-third of the nine months' salary, with payment to be made at the beginning of the leave.

Written application for sabbatical leave must be made to the President by December 1 preceding the academic year in which the leave is requested.

It is anticipated that no more than five applications for sabbatical leave in a given year will be approved, with no more than one to a single department. Priorities for sabbatical leave will be given on the basis of merit of proposals and consideration of previously requested leaves which may have been denied on the basis of institutional or departmental quotas.

Computations for eligibility for a second sabbatical will begin at the beginning of the academic year following the leave; fractional parts of a year of service or years in which other types of leaves of a term or longer have been taken will not be counted in the computation of eligibility for sabbatical leave. The faculty member shall make a detailed written report to the Academic Dean, the Faculty Advisory Committee, the President, and the Board of Trustees within thirty days of the completion of the leave and must be available for service to the College for at least one academic year following the period of the leave.

Special and Disability Leaves

Special and disability leaves of absence with or without financial assistance may be granted by the President. Ordinarily special leaves

are granted only for purposes of additional study. Application for special leave of absence should be submitted by December 1 preceding the academic year in which the leave will be taken. The conditions for disability leaves are established in terms of individual cases. Continuance of full or partial salary during extended periods of disability requires the approval of the Executive Committee of the Board of Trustees.

Travel Grant

Subject to the availability of funds, the College awards annually a travel grant with a stipend of up to $1,600. This grant will be made to the full-time non-retired faculty member or officer of administration (not previously a recipient) having the longest tenure at Emory & Henry College. Seniority shall be determined from official institutional records. The purpose of the grant is to recognize service to the institution and to afford opportunities for cultural enrichment. In the event the person at the head of the eligibility list does not choose to accept the grant in a given year his position may be exchanged with that of the next person in the order of eligibility. Any person refusing the grant for two consecutive years shall not be eligible in subsequent years. It is not intended that the period for which this grant is awarded coincide with sabbatical leave. Notice of the acceptance of the grant shall be given no later than December 1.

McConnell Scholarship

The Reverend E. L. McConnell Scholarship was established in 1959 by Dr. Jack B. McConnell in honor of his father. This scholarship now makes available an annual grant of $1,000 to provide a member of the teaching faculty opportunity for additional study as a means of increasing proficiency in classroom instruction. The policy of selection adopted by the faculty and approved by the donor in 1963 (revised in 1965 and 1972) is outlined below:

1. Interested faculty members should make written application for the McConnell Scholarship not later than December 1 of the year preceding that in which the scholarship is to be granted.

2. Applicants shall be members of the teaching faculty who have a minimum of four years' teaching experience at Emory & Henry and who have the full expectation and intention of continuing to teach at Emory & Henry for the school year following acceptance of the award.

3. The application should include either a plan for a program of basic research or a plan for a program of formal study at an educational institution, provided that such program of study is not for the purpose of fulfilling any requirements toward a degree for which the applicant may be a candidate. The statement should include the type and plan of the research which is to be conducted, or the name and other appropriate identifying data concerning the institution, seminar, conference or other program in which his work is to be done.

4. Selection of the recipient will be made by the Faculty Advisory Committee or other committee which it shall designate.

5. Announcement of the award will be made not later than January 15.

6. Awards will not be made to the same individual for more than two consecutive years.

7. In the event no award is made in a given year the fund shall be allowed to accumulate. The total amount then will be available for additional grants in subsequent years.

8. Recipients of this award shall be recognized at the spring commencement.

9. The scholarship is awarded with the understanding that it will be used during the summer and that the recipient will not teach in summer school that summer.

Faculty Enrichment Program

Emory & Henry College, through the office of the Academic Dean, allocates a very modest portion of the educational budget to support a faculty enrichment program. The primary purpose of this program is to encourage faculty retraining and retooling, as well as the development of creative and innovative programs. These funds may also be used for faculty research and related activities which have a direct impacy on teaching. All members of the faculty are eligible to receive assistance for approved projects so long as funds are available. In order to request support from this fund, a faculty member should submit a proposal and justification, including a detailed statement about the project and an itemized statement of expenses anticipated, to the Academic Dean not later than February 1. The Dean in consultation with the Academic Council, and after a conference with the faculty member, will determine the feasibility of the proposed program and the amount of the grant, subject to the approval of the President. Continued service at the College

during the academic year following the period of the grant ordinarily is a condition of assistance from this fund which is designed to enrich both the teaching program and individual professional growth. Funds for approved programs will be awarded at the time of the regular pay check for the month preceding the period of study or research. A report on the project is expected following the period for which any grant is made.

Attendance at Professional Meetings

The College will contribute toward the travel expenses of faculty members whose attendance at or participation in professional meetings has the prior approval of the department chairman and the Dean, under the following conditions:

1. A maximum amount of $100 per year for each faculty member will be made available for travel costs. A report on expenses will be filed with the Treasurer.

2. The faculty member who presents a paper or who is assigned some other formal part in the program of a professional meeting may apply for a supplementary amount of up to $50 annually.

3. When travel is made by private car, mileage will be paid at the rate of twelve cents per mile for car occupied by faculty member traveling to the meeting; fourteen cents per mile for car with two or more faculty members. If a College car is used, mileage will be charged at the same rate.

4. Faculty travel funds are intended for use only where the trip is made specifically and primarily to attend professional meetings. They are not intended for attendance at such meetings which are incidental to travel for other purposes. A guiding principle in awarding these grants is that these experiences are of importance and value both to the individual's professional growth and to the College and that both normally share in the investment.

5. Upon return from professional meetings faculty members are requested to make a written report to the department chairman, a copy of which should be sent to the Dean. It also is desirable that the faculty member share with his colleagues any insights gained at such meetings.

6. Under extraordinary circumstances where additional funds are desirable for department-wide participation, or when urgent needs arise, a request for additional assistance may be made by the department chairman to the Dean. A small contingency fund is maintained to assist as possible in such cases.

7. The College does not provide funds for personal dues for professional memberships.

Book Store Discount

Faculty and staff members are entitled to a 10% discount on items (over 50¢) purchased in the College bookstore.

Noon Meal

Luncheon at Van Dyke Center, as indicated in employment contract, is available on "working" days shown in the academic calendar. Persons under contract for the summer school are entitled to the noon meal Monday-Friday during the five-week session in which they teach.

Financial Educational Benefits for Faculty Families

Faculty members, their spouses, and their children who enroll for studies at Emory & Henry for regular sessions and summer school receive a grant in an amount equivalent to current tuition charges. The total benefit for any person will not exceed the equivalent of four academic years. Persons enrolled for fewer than the full-term expectations for study receive the benefits on a pro rata scale. Any question(s) related to this fringe benefit should be addressed to the Treasurer before registration is completed. To qualify for the continuation of this assistance, the recipient must meet all requirements for acceptable academic standing.

In addition, those enrolled at Emory & Henry College are eligible for participation in the Virginia Tuition Assistance Grant/Loan Program, application forms for which are available from the Financial Aid Office.

If the financial need for the student is greater than these provisions cover, the student may file a PCS (parental confidential statement) form with the Finanacial Aid Office and qualify for additional aid on the same basis as any other student. The tuition equivalent benefit does not apply to audit fees, the general fee, or charges for room and board. (Excepted from this benefit are persons in an accommodation employment relationship to the College.) As a matter of courtesy the consent of the instructor should be obtained prior to the enrollment of faculty members, their wives, or husbands. Auditors may be accepted only when enrollment quotas permit and upon invitation of the instructor involved.

Those enrolled at other accredited undergraduate institutions of higher learning and who maintain a satisfactory record at those institutions are extended tuition assistance equivalent to Emory & Henry's tuition charges (or the tuition of the selected institution, whichever is less) per academic year for a maximum of twelve terms or their equivalent.

A student who attends a school listed as a college with which Emory & Henry has negotiated a reciprocal tuition agreement should consult with the Treasurer before registering. The list of these colleges is maintained in the Business Office.

Emory & Henry cooperates with the other institutions of the Holston Conference, Hiwassee College and Tennessee Wesleyan College, in a program of full tuition remission for sons and daughters of faculty members or administrative officers in these sister institutions.

Summer School Teaching

Emory & Henry College operates two summer sessions of five weeks each. Teaching in the summer school is by invitation and is limited to one session. It provides a salary of 12% of the nine-month salary for full-time teaching during the five-week period. Priorities in assignments are determined by the requirements of the educational program. Within a given department, summer teaching assignments will be determined on the basis of (1) qualifications for particular teaching assignments, (2) fair distribution of teaching opportunities among members of the department, and (3) tenure, subsequent teaching assignments, and related considerations. Ordinarily, teaching during both sessions is discouraged.

Letters of invitation to teach will be issued by the Director of the Summer School by April 1. If accepted, this letter will constitute a commitment by both the College and the faculty member in accordance with the following understanding:

In most instances, faculty members are provided a guarantee for one of the two courses scheduled, and the second course will be listed, "on demand." A class with an enrollment of less than five will not be offered unless it is guaranteed in the contract, or recommended by the Director of the Summer School, if it is an "on demand" course. In the event there is insufficient enrollment for the offering of a guaranteed class or classes and the class is not offered, the faculty member will be offered the option of other satisfactory employment of an academic nature at the same salary. In the case of insufficient enrollment for an "on demand" course, a faculty member may choose to offer the course and his salary will be prorated, computed on the basis of five

students as the minimum normal enrollment per course. A faculty member teaching two courses with a combined enrollment of ten or more students may offer both courses and will be paid in full.

College Medical Services

All salaried employees and their immediate families are entitled to the services of the College physician and nurse at the College infirmary during office hours. Calls made to the home or office of the doctor after these hours may be subject to an additional professional fee. Drugs are dispensed at cost and nominal charges are made for injections.

Doctor's Office Hours

Fall, winter, and spring terms	8:30 a.m. to 9:30 a.m.
Summer terms	10:00 a.m. to 11:00 a.m.

Infirmary Office Hours

Fall, winter, and spring terms	8:00 a.m. to 2:00 p.m.
Summer terms	8:30 a.m. to 11:00 a.m.

Salary

Faculty salaries are based on the academic year from September to June, and payments are made in twelve equal installments at the end of each month, beginning in September. A faculty member will be advised in writing of any prospective change in his salary. The salary for a full teaching load during one five-week term of the summer school is computed on the basis of 12% of the nine-months' salary, payable on the last day of the month in which the session ends. The nine-months' salary range for 1975-76, as approved by the Board of Trustees, for different ranks is as follows:

Instructor	$ 8,500	to	$10,500
Assistant Professor	$ 9,500	to	$13,000
Associate Professor	$11,000	to	$14,500
Professor	$13,000	to	$18,000

Collateral benefits for persons in full-time status are described below. Benefits for part-time faculty may vary. Persons on official leave for a period up to one year ordinarily are eligible for regular benefits, subject to insurance and related restrictions. Questions regarding status in matters of benefits should be addressed to the Treasurer.

Retirement

1. Retirement Age. Except as provided in Section 2, all participants in this retirement plan shall retire at the end of the contract year in which they attain age 65, herein called mandatory retirement age.

2. Extension of Service. By special vote of the Board of Trustees extension of service beyond mandatory retirement age may be made for definite periods not to exceed one year each, but no such extensions shall postpone retirement beyond the end of the academic year in which age 70 is attained. Information concerning voluntary continuing participation in TIAA after retirement is available from the business office.

Annuity Plan

1. Participation. The Teachers Insurance and Annuity Association (TIAA) retirement plan is available to regular full-time members of the faculty and to administrative officers. Participation of eligible individuals shall be:

   (a) Voluntary after completion of one year of service.

   (b) Required after completion of three years of service and attainment of age 30.

   The preliminary service period will be waived for an employee otherwise eligible who already holds a retirement annuity contract issued by Teachers Insurance and Annuity Association.

2. Extension of Plan. If his service has been extended by the Board of Trustees beyond the mandatory retirement age, a faculty member may continue his TIAA participation and coverage accordingly.

3. Contributions. Each participant in this retirement plan under age 65 (except as provided for in Section 2) shall contribute 5% of regular monthly contract compensation: Emory & Henry College shall deduct each such contribution from compensation payments, add 7% of regular monthly contract compensation as its contribution, and apply the combined sum to the purchase of retirement benefits for the participant as follows:

   (a) At the election of the participant, either 100%, 75%, 50%, or 25% of such combined sums will be forwarded to Teachers Insurance and Annuity Association of America as a premium for a retirement annuity contract on the participant's life.

(b) The balance, if any, of such combined sum will be forwarded to the College Retirement Equities Fund as a premium for an Equities Fund annuity certificate on the participant's life.

4. Additional options. If the faculty member wishes he may request a reduction in his monthly base salary by an amount up to 9% with the understanding that the College will apply this additional amount to his retirement annuity. The income tax on this amount, along with taxes on the 7% of the salary contributed by the College, is deferred until the employee begins to receive the annuity benefits. The employee may have his 5% required contribution, which is normally taken as a deduction from his paycheck, reclassified as part of the allowable 9% salary reduction. This amount will be divided between TIAA and CREF on the same basis as the distribution elected by the faculty member under the regular TIAA-CREF program. This option must be declared at least one month prior to the beginning of a contract year and once determined the authorization is irrevocable for the remainder of the contract year. Social Security taxes will be computed on the full contract salary up to the maximum allowable by the government.

5. Contracts. Each retirement annuity contract written in accordance with Section 3 is for the sole purpose of providing a retirement income and/or death benefit and is the property of the individual participant; each contract is between the participant and the issuing company.

6. Amendment. While it is expected that this plan will continue indefinitely, Emory & Henry College reserves the right to modify or discontinue it at any time.

Social Security

Emory & Henry College participates in the Federal Old Age and Survivors Insurance Program. Non-ministerial members of the faculty participate through the regular Social Security tax. Members of the faculty who are ordained ministers and under special assignment to Emory & Henry College must secure coverage on a "self-employed" basis.

Workmen's Compensation and Virginia State Unemployment Compensation

The College is required by law to provide workmen's compensation and unemployment compensation on its employees.

For workmen's compensation the College pays insurance premiums which will pay for on-the-job injuries. In case of injury, the State Compensation Board is notified. If the Board determines the claim legitimate it will authorize our insurer to pay all pertinent medical bills plus sixty percent of normal wages for the period of incapacitation.

Unemployment compensation is a Federal-State program into which the College pays a percentage of each employee's earnings up to $4,200 per year. This percentage figure varies and is established by the State. If an employee is released, laid off or in certain cases quits, the State Unemployment Commission will pay the unemployed person weekly until employed or until maximum benefit has been reached — usually about six months. The benefits will depend on the length of time and amount paid for the individual employee.

Group Life Insurance, Hospitalization Insurance, and Disability Insurance

The group life insurance coverage is underwritten by the Equitable Life Assurance Company. The hospitalization insurance is carried by the Travelers Insurance Company. The disability insurance is carried by Teachers Insurance and Annuity Association. The following sections describe in abbreviated fashion the general terms of these insurance arrangements. The precise contractual agreements between the College, the faculty, or the insurance company are defined in the several policies. For complete and official information, the faculty member should consult the Treasurer of the College.

1. Group Life Insurance

A member of the faculty becomes eligible for Group Life Insurance on the effective date of his contract. No medical examination is necessary unless the employee fails to apply for insurance within 31 days of the date he becomes eligible. The life insurance becomes payable upon the death of the insured, regardless of the cause. It will be paid to the person(s) whom the employee has named as beneficiary(ies). The College pays the entire premium and the amount of coverage is determined by the following salary schedule:

Contract Salary	Amount of Insurance
$7,500 and over	$15,000
$5,000 but less than $7,500	$10,000
$3,000 but less than $5,000	$ 5,000

Reduction Due to Age - Employees who are age 70 or over and have been employed less than ten years will have their life insurance reduced 75%. If an employee has been employed ten years or over his life insurance will be reduced 50%.

Reduction Due to Retirement - Employees who retire and have been employed five years but less than ten years will have their life insurance reduced by 75%. If an employee has been employed ten years or over his life insurance will be reduced 50%. If an employee retires and has less than five years of service his life insurance will terminate.

Effective Date - The reductions will be effective immediately following the date the employee reaches age 70 or retires.

2. Group Hospitalization Insurance

A member of the faculty becomes eligible for Group Hospitalization Insurance on the effective date of his contract. No medical examination is necessary unless the employee fails to apply for insurance within 31 days of the date he becomes eligible. These benefits are payable if the insured is confined in a legally constituted hospital for at least 18 hours, regardless of cause. No minimum period of confinement is required when a surgical operation is performed or when the confinement results from accidental injury and commences within 24 hours of the accident. Confinement must be recommended and approved by a licensed physician. Benefits for maternity disability are payable only when hospitalization occurs 9 months or more after the date the dependent becomes insured. If a female employee applies for insurance more than 31 days after she becomes eligible, benefits will not be payable due to pregnancy or for obstetrical procedures during the 12 month period following the date her insurance becomes effective.

Eligibility for Dependents. An insured employee's wife or husband and unmarried children not less than 14 days of age and under age 19 and unmarried children 19 years but under 23 years of age who have their legal residence with the insured, wholly dependent upon the insured and are registered students in regular, full-time attendance at an accredited secondary school, college or university, are eligible for dependent benefits. If application for the inclusion of eligible dependents is not made within 31 days following the date the employee becomes eligible to include them, the dependent protection will not become effective until three months following the date of such application. Maternity and obstetrical benefits will not be payable during the 12 month period following the date of application.

Benefits. Hospitalization insurance benefits for employees and dependents are as follows:

Daily room and board benefits	$ 30.00 up to $3,600
Maximum reimbursement for other charges	600.00
Maximum surgical reimbursement	500.00
Out-Patient Expenses benefits	600.00
Medical expense benefits $5.00 for each day of confinement in a hospital not to exceed a maximum of $600.00.	
Maternity Benefits:	
Hospital Charges	$300.00
Surgical	250.00

Major Medical Insurance Benefits. This coverage supplements the basic plan of hospitalization insurance and is designed to pay a substantial amount toward the heavy expenses resulting from a serious accidental bodily injury or sickness not connected with employment. Payment will be made for 80% of covered expenses incurred as a result of such a sickness or injury in excess of the deductible amount. Benefits will be paid under this plan up to a maximum of $25,000 with respect to any one individual for expenses incurred as a result of the same or related causes. If covered expenses are incurred as a result of different or entirely unrelated causes, the deductible amount will be reapplied and the insured will again be entitled to receive benefits up to the maximum amount.

The deductible amount for each individual is $100.00.

Benefits begin when, during any one period of 3 months or less, the employee or one of his dependents while insured, incurs covered expenses from the same or related causes in excess of the deductible amount.

Benefits, once begun, will continue for all covered expenses in excess of the deductible amount arising from the same or related causes that are incurred during a 2-year period beginning with the date on which the first charge used to satisfy the deductible amount was incurred, provided not more than 3 months have elapsed between the dates on which successive covered expenses are incurred.

If more than 3 months have elapsed between the dates on which successive covered expenses are incurred for the same or related causes continue for more than 2 years and the insured has not yet received the maximum benefits payable, the deductible amount will be reapplied and he will then be entitled to receive benefits up to an amount equal to the difference between (a) the amount of benefits already received and (b) $25,000.

Benefits will not be payable beyond termination of insurance unless the employee is totally disabled.

Premiums. The employee and the College contribute equally to the employee's hospitalization and major medical insurance premiums. The premiums are payable in advance. The schedule of current rates for the employee's monthly contribution is as follows:

Employee only	$ 7.72
Employee and family	22.54

For persons over age 65 the benefits under this program will be adjusted to conform with the program and requirements of Medicare.

3. Disability Insurance

Effective September 1, 1965, Emory & Henry College established a program of disability insurance under TIAA. All active faculty members or administrative officers under age 65 are eligible for participation. Eligible persons employed prior to September 1, 1965, were covered immediately. Persons employed after September 1, 1965, are eligible one year following the date of their contracts. The total premium is paid by the College.

Descriptions of the provisions of the disability insurance program are available from the Treasurer of the College. Under the proposed terms of the program benefits would begin six months after declaration of total disability with the recipient receiving 50% of his monthly base salary or $500, whichever is smaller, during the period of total disability up to age 65, less the amount received from Social Security and Workmen's Compensation. If the recipient is a participant in the TIAA Retirement Program, TIAA-CREF premium payments will be waived during the period of total disability; TIAA-CREF will pay the premiums normally paid by the employee and the College during the period of disability.

Termination of Life, Hospitalization, and Disability Insurance. Except for group life insurance conversion privilege, an employee's insurance terminates as of the date he ceases to be in the employ of Emory & Henry College. Dependent benefits terminate when a child marries or attains age 19 (age 23 if a student) or when a wife or husband ceases to be married to an insured employee, or when a dependent becomes eligible for benefits as an employee under this plan.

Summary of Deductions

The following are deductions ordinarily made from each salary check:

1. Federal Withholding Tax. The amount withheld will depend on the employee's salary and the number of exemptions claimed.

2. Social Security Tax. The employee and employer each contribute according to the schedule set up by the Social Security Administration.

3. Retirement Annuity. The employee contributes 5% and the employer contributes an amount equal to 7% of the employee's salary.

4. Courtesy Fund. The faculty has adopted (April, 1967) a policy which allows the deduction yearly of one-twentieth of one percent per academic year from each individual's salary to provide for faculty courtesies.

5. Hospitalization. A schedule of monthly contributions is given in the section on the Group Insurance Plan.

6. Virginia Income Tax Withholding. The amount withheld depends on the amount of salary and the number of exemptions claimed.

Outside Employment

Unless a faculty member is on a part-time appointment, his service to the College is expected to require full professional time and attention during the academic year. Full-time faculty members, therefore, are not considered available for sustained, remunerative employment from outside sources while the College is in session. Exceptions to this rule can be granted by the President only under unusual circumstances. It is understood that a faculty member may undertake paid outside employment on a limited basis which will clearly contribute to or reflect his scholarly and professional standing, as long as it does not interfere with the faculty member's obligation to the College. All outside remunerative employment undertaken during the academic year should be approved by the chairman of the department involved and by the Dean. Any arrangement by a faculty member to do work for an outside employer which involves substantial use of the College's facilities must be approved by the President.

Eligibility for Credit Union Membership

Because Emory & Henry College is related to the Holston Conference, persons employed by the College (without regard to denominational affiliation) are eligible for membership in The Holston Methodist Federal Credit Union. Membership is acknowledged upon receipt of $5.25 ($5.00 applied on shares and 25¢ as the membership fee). Shares may be increased in $5.00 units and are federally insured. Annual dividends are declared on the shares, currently at the rate of 6%. Signature loans, at very competitive interest rates, may be negotiated up to $750 and collateral loans for substantially larger amounts. All loans are automatically insured up to $10,000. For further information and membership application, write to The Holston Methodist Federal Credit Union, P. O. Box 97, Alcoa, Tennessee, 37701.

KELLY LIBRARY

Contents

Kelly Library contains approximately 115,000 volumes including books on microfilm and microcard. The library is also an official selective depository for United States Government publications. Approximately 650 magazines and 25 newspapers are received by subscription. Two newspapers, The New York Times and The National Observer, are maintained on microfilm. Periodicals are arranged alphabetically by title and are shelved on the main floor as is the reference collection. Except for some special collection, the library operates on the "open stack" policy enabling all persons to go directly to the shelves to select the books which they wish. The Library of Congress Classification system is used. A floor plan of the library and a student handbook are available at the circulation desk for any faculty member who would like a copy of either.

Hours

Monday through Thursday	8:00 a.m. - 11:00 p.m.
Friday	8:00 a.m. - 5:00 p.m.
Saturday	1:00 p.m. - 5:00 p.m.
Sunday	2:30 p.m. - 10:30 p.m.

These are the regular hours of operation. The week prior to exam periods the library extends its hours of coverage. The change in hours is posted throughout the campus and in the campus newspaper. The hours for breaks and holiday periods are posted at the appropriate time. Hours the library is open for service usually follow the above schedule except for term breaks and holiday periods.

Administration

The Librarian serves under the direction of the President and the Academic Dean of the College and is directly responsible to the Academic Dean for the administration of the library, preparation of the budget, expenditures of library funds, appointment of assistants, and all other matters relating to the services of the library.

Each year the Librarian shall submit an annual report to the Dean and the President by January 15 in which the activities of the library for the previous year are reviewed and evaluated, and projections and recommendations including budget proposals are made for the ensuing year.

Circulation Policy

Students enrolled at the College may check out as many books as they need and may renew them every two weeks unless someone else requests them.

Faculty are given special loan privileges for materials needed in teaching or study. Such materials borrowed from the circulation desk may be kept throughout a term unless needed for reserve or by students who have been given special assignments. In such instances they are recalled. Books of general interest should be returned after the usual two-week loan period. Current periodicals may be taken out only overnight, if at all. Reference books, special collection books, and bound periodicals are used in the library except for brief periods of special use. Please check with the Librarian for longer use. At the end of each term the library takes inventory of faculty charges to see that the records are up-to-date and correct. However, faculty members are urged to return borrowed materials as soon as they have completed their use of them.

Reserve Books

The primary purpose of the reserve book system is to make books available in such a way that they will be of most use to faculty and students. To facilitate the handling of the reserve books, assignments should not be made to students before the circulation desk receives the request to place books on reserve.

Arrangement: Reserve books are kept behind the circulation desk. Books are placed on the shelves by courses. The arrangement is

1) alphabetical by department,
2) under department by number of course, and
3) within each course alphabetical by call number.

All books on reserve are listed at the main desk in the same alphabetical arrangement.

Placing books on reserve: Special forms for listing books to be placed on reserve may be obtained at the main desk. Make sure materials for required reading are in the library well in advance of the time classes begin. Then do the following:

1) Give typed list with author (surname and initials) and complete title of each book to the circulation assistant at least one week before the class is given assignments. Remember to include books "on order."

2) Indicate the name and number of the course.

3) State the date when books may be removed from reserve. Unless otherwise specified, books will be removed automatically at the end of each term.

4) Specify length of reserve — 2 hours in the library with or without overnight use, 24-hour reserve, 3-day reserve, or 7-day reserve. (Consider the length of the material to be read and the number of students in the class to determine the length of reserve.)

Purchasing Policy

Our purposes are to support the curriculum with materials in those subjects taught and to provide a basic collection aimed at the development of a liberally educated person apart from curriculum requirements. To accomplish these purposes the library staff depends on each member of the faculty to recommend books for purchase within his field (or other fields) that will help to make the library the intellectual and recreational reading center it should be.

Recommendations for the purchase of books should be submitted to the department liaison representative on acquisition request cards which are available on request from the Librarian or from the office of the Secretary to the Faculty. Orders for books are placed more quickly if all necessary bibliographical information indicated on the slip is supplied. It is especially important if the faculty member's source of information about the book — a review, an advertisement, a bibliography — is noted on the card in the space at the bottom. If the item is selected from the second-hand dealer's catalog, a separate card is required for each item and the catalog must be sent to the library along with the cards. Catalogs will be returned if requested.

All book acquisition request cards are to be submitted to the department liaison representative for his signature indicating approval. No books will be ordered until the request card has the required signature. After the department liaison representative has approved the orders, the cards are given to the Librarian. This enables each department to avoid duplication and to keep an account of what the department has spent. Since it is impossible to order every book a faculty member wants, the major objective of the library and of the College should be kept in mind so the available funds may contribute to the greatest strength of the department and to the College program as a whole.

Book Funds

An appropriation is received by the library each year for purchase of books, periodicals, and other library materials. The faculty Library Committee reviews the library budget request from each department and makes recommendations to the Academic Council for the budget each year. Against this budget are debited all books purchased on recommendation by members of the department. Acquisition requests are charged against the department budget when the book is placed on order by the department. Adjusted charges are made by the library when the book is received and the invoice paid. The figures may be more or less than the original charge.

Library allocations are based upon the best available information about the needs in each area, and constitute a control mechanism for ensuring an equitable distribution of the library's book funds. The sum set aside for book purchases in a specific area is generally the maximum amount that can be spent by the department in a fiscal year. February 15 is the deadline for departmental library orders for the current fiscal year ending June 30. If any part of an allocation remains unspent as of February 15, the Academic Council in consultation with the Librarian will determine the books which will be purchased with the unspent portion of the allocation.

Periodicals are purchased from the general library budget. While they are not charged to departmental budgets, the library requests the assistance of the departmental liaison representatives in evaluating periodical purchases on the basis of instructional needs.

The library will send budget statements to the departments at least every two months; every month when possible. A department may also receive a statement at any time in the intervening periods by requesting it from the Librarian.

Interlibrary Loan Policy

Many libraries of the United States cooperate in lending materials to aid the research of scholars in other institutions. This is a courtesy the lending libraries confer, not a service that can be demanded. Most colleges and universities lend only for serious research of the faculty and graduate level students. Please check with the Librarian if you have a question regarding interlibrary loan service.

Kelly Library will borrow books for members of the faculty. While the library sometimes borrows materials for the advanced upperclassman, the student should first exhaust the resources of the College library and then bring a written approval of the professor if the interlibrary loan is still needed.

Books in print, journals, reference books, rare books, and oversized materials are not usually available on interlibrary loan. Periodical articles may be duplicated at the borrower's expense.

Gifts

The College has always appreciated the receiving of gifts that enhance the collection of its library. The spirit of giving has been an important asset in our library's development. We feel these gifts should be given in a manner which places a minimum burden on the library and its staff. To ensure this, Emory & Henry College stipulates that any gift donated to its library becomes the sole property of Emory & Henry College, and that no restrictions whatever will be placed on these gifts.

Ideally, a prospective donor should compile a list of those books available. From this list the Librarian and appropriate faculty members could select the items to be donated. Upon the receipt of the gift the Librarian of the College will have the right to enter the material in the general collection, or special collection, and permit the free circulation of the material to the library's patrons.

Any donated material that does not constitute a significant addition to the collection may be disposed of in a manner chosen by the Librarian. These materials may be sold individually or 'en bloc' to a book dealer, at a public sale for community acquisition, offered for exchange with the United States Duplicate Exchange Service, or destroyed.

Any appraisal of the value of gifts for tax deduction pruposes should be done by someone trained in these matters and not the college's Librarian. The cost of this appraisal, as well as the cost of shipping and handling, will be the responsibility of the donor.

Special Collections

The Emory & Henry Collection is a record of the College's history and a collection of E & H memorabilia. It also contains publications by or about the faculty, students, and alumni.

Government Publications: The library has extensive holdings in government publications. These are classified by the Superintendent of Documents number and housed in the Government Documents Room.

The Helen Power Room of Special Collections contains books necessarily limited in circulation because of their format, cost, rarity, or special interest to the College. The Virginia Collection, consisting of books and materials about Virginia, is also housed in this room.

The Holston Conference Archives contains histories and Disciplines of The United Methodist Church, minutes, records, papers of the Holston Conference and similar materials.

The Juvenile Collection, located in the reading area of the second floor, consists of several hundred books needed by faculty and students for courses in the development of children's literature and in elementary education. Faculty and community children are invited to use this collection.

GENERAL INFORMATION

Academic Year

The opening of the faculty conference at the beginning of the fall term marks the start of the academic year. The last event in the regular session is commencement. The fiscal year operates from July 1 to June 30.

Alumni Office

The alumni office welcomes news of faculty activities and participation by the faculty in alumni activities on and off the campus. Reports of news about or personal contacts with alumni or information concerning alumni addresses will be appreciated. The official alumni publication is The Alumnus.

American Association of University Professors

A local chapter of the American Association of University Professors (AAUP) is active at Emory & Henry. The purpose of the Association is to advance the standards, ideals, and welfare of the academic profession, and to unite members of the profession in serving the interests of higher education. Active membership is restricted to those whose duties include at least half-time teaching.

Bookstore

Textbook orders are placed with the bookstore through use of a form which asks for the following information: course, author, title, edition, publisher, and estimated quantity needed. The department chairman normally coordinates orders for the department. Delivery time is generally four weeks, so that firm commitments are needed by preregistration week each term.

Small orders for supplementary or general-interest books may be placed at any time; the actual need for such books should be carefully estimated.

Calendar of Activities

A calendar of campus activities is maintained in the office of the Dean of Students. Any project or program involving student and/or faculty participation should be cleared with the appropriate student personnel dean prior to placement on the calendar. Insofar as possible the week immediately preceding mid-term and final examination periods should be free of extra-curricular activities.

Care of Buildings and Equipment

Members of the faculty are asked to assist in the maintenance of instructional facilities and equipment through careful supervision of students. Any abuse of equipment should be reported. Classroom lights should be turned off when not in use. Laboratories and studios should be open only during prescribed hours. A minimum of night use of these facilities should be allowed and only under proper supervision. All classrooms in Wiley Hall and Memorial Chapel, with the exception of specified study areas, are to be closed during the evening hours.

Check Cashing

Checks may be cashed at the business office during regular office hours.

Fund for Faculty Courtesies

A policy for faculty courtesies has been adopted by the faculty (February 1972) which provides that each person with faculty status shall contribute one-twentieth of one percent of his contract salary in October toward a fund which will cover courtesies to all members of the Emory & Henry family. Guidelines for appropriate courtesies at the time of illness, hospitalization, birth of baby, death, wedding, resignation, or retirement were also adopted. The Faculty Marshall will appreciate being informed of happenings in the faculty so that appropriate courtesies may be extended.

Housing

Emory & Henry College assists faculty members in procuring satisfactory housing in or near the College community at reasonable cost. Assignments of College housing are made by the Executive Assistant to the President. Questions regarding rentals and maintenance of College houses should be addressed to him. Final plans and specifications for new College houses will be determined by the College in the light of total institutional needs.

College property may be sublet or rented only with the written consent of the Executive Assistant to the President. This regulation applies to parts of houses and apartments as well as to complete units. As College property enjoys tax-exempt status, subletting is restricted to other members of the Emory & Henry community.

Upon recommendation of the Faculty Advisory Committee (1966) the following guidelines have been established for the assignment of existing and new housing:

1. Not later than January 1, current faculty members desiring to change housing will notify, in writing, the appropriate administrative office of their needs for next year. Reasons for change should be demonstrably valid, e.g., more room needed because of increase in family.

2. Priority for assigning new or existing housing should be based on the needs of the family, family size, seniority, and other pertinent considerations. When all other considerations are equal, seniority should be decisive in assigning a house.

3. As new or existing housing becomes available, notice shall be given to the faculty member desiring a change from the list of those requesting different housing as provided in (1) above. No one should be considered who has not filed a written request by January 1 with the appropriate authority.

4. After notification is given, a period of two weeks should be sufficient time for a faculty member to either accept or reject a given house. If a member rejects a given house for valid reasons he should be eligible on a seniority basis when available housing becomes vacant.

5. An occupant of a faculty residence whose contract is not being renewed will be expected to vacate the house by June 15, if not teaching in summer schoo; by August 1, if teaching first five weeks, and by August 20, if teaching second five weeks of summer school.

6. Refurbishing of faculty housing will be accomplished as priorities and available funds dictate. Every effort will be made to keep houses in a good state of repair. Remodeling will be undertaken only in view of the needs of the college.

Public Information

Faculty cooperation with the Director of Information Services will contribute to community interest in and promotion of the College. Newsworthy activities of students and faculty should be called to the attention of this office. All releases to news media should be cleared through this office. Faculty and staff members are requested not to discuss College policies and operations with the public media without prior discussion with the Academic Dean or the President.

Keys

All classroom, laboratory, and office keys are obtained from the business office.

Mail

Each faculty member has a mail box in the academic offices. Notices of meetings and various College communications are placed in these boxes. Each faculty member is asked to check his box daily.

The College provides postage for mail dealing with College business. All such mail should be delivered to the faculty secretary for processing through a postage meter.

Meals

Faculty members and their guests are welcome at the dining hall in Van Dyke Center. There is a modest charge (posted in the dining room).

Faculty members responsible for an official guest of the College at the cafeteria should secure in advance a guest meal ticket from either the business office or the admissions office. Otherwise, the faculty member should pay for the meal and be reimbursed by the business office.

Office Space

Faculty office space is allocated by the Dean in consultation with department chairmen and the faculty member involved. In most instances private offices are assigned.

Purchase of Real Estate

From time to time the College makes available houses and/or lots for the purchase by employees with tenure. Location and description of lots on all College property are made by the College. Purchase of lots is made on a cash basis. If construction on lots sold by the College is not begun within the period of one year, the College has the option of refunding the purchase price of the lot and making it available for resale. All building specifications must be approved by the College. In the event of sale, the College has first option at the appraised value of any properties purchased from the College or on improvements made thereon.

Effective May 1, 1973, the Board of Trustees declared a moratorium on the sale of any College property, houses, or lots.

Registration

All faculty members are asked to assist in pre-registration and in the registration process.

Religious Affiliations

It is to be hoped that the personal religious commitments of faculty members will find expression through church attendance and active service to the Church. The College prescribes no sectarian requirement but believes rather that the Christian purposes of the institution and the Christian commitments of its faculty should complement each other.

Secretarial Services

The faculty secretarial staff is available to assist members of the faculty in preparing materials relating to official College business

and classwork. Requests for work should be made well in advance of the date the material is needed, and priority is given in the order requests are received. Faculty members will also be assisted in the preparation of scholarly or professional work to the extent that time and facilities permit. College business always has priority. The secretaries cannot undertake personal secretarial work; however, they, and other secretaries on the staff, at times are willing to do such work in their spare time during weekends and evenings.

College stationary with department designations on the letterhead is provided by the College. A standard format has been adopted and departments and administrative officers are asked to refrain from ordering stationery with special letterheads. Stationery with the College letterhead and postage provided by the College is to be used only for correspondence on matters of departmental or College business.

Single and multiple duplication machines are available for faculty members to use for essential needs of the instructional program. Charges should be noted so that they can be charged against department budgets, and care should be taken not to exceed departmental budget allocations. Limited personal use may be made of these machines; payment should be made at the time they are used.

Certain expendable supplies may be obtained from the faculty secretary and are charged to the appropriate department or office.

Smoking

Faculty members and students are requested not to smoke in the classrooms, Wiley Hall Auditorium, Memorial Chapel, or the Calliopean Room. In King Center and Kelly Library there are limited areas for smoking.

Telephone Calls and Telegrams

Incoming calls for faculty members will be directed to faculty offices. Care should be taken to protect the College against any unauthorized long distance calls. Telephone calls and telegrams are to be recorded on a form provided at each station and will be charged to the department or individual concerned. Information regarding use of phones on the switchboard appears in the campus directory, and users are urged to become familiar with these instructions.

Tickets to Athletic Events and Lyceum Programs

At the opening of the fall term, the business office makes available tickets which admit faculty members and their families to all Emory & Henry College activities.

Transportation for College Business

The College makes certain vehicles available for faculty members and student groups traveling on official College trips sponsored and financed by the College. Interested persons must file request for permission to use a vehicle with the Assistant to the President. In the absence of other and more urgent priorities, requests are honored on the basis of chronological order of request. Vehicles are not available for travel to professional meetings, unless the meeting coincides with another officially approved meeting being attended. The Academic Dean will approve such use. Mileage must be charged against departmental budgets, twelve cents per mile for car occupied by faculty member traveling to the meeting, fourteen cents per mile for car with two or more faculty members.

In the interest of maximum safety for all faculty and students traveling on official College trips, the Board of Trustees has approved the following basic rules to be observed in every instance:

1. No student group shall be permitted on a College-sponsored trip of any nature without the approval of the appropriate College officials. Whenever possible, a College official should accompany a student group on a College-sponsored trip.

2. The faculty sponsor or a student approved by a student personnel dean may drive a College-owned vehicle on trips sponsored and paid for by the College. Such student drivers are subject to the following limitations:

   a) They must possess current vehicle operator's licenses.

   b) They must not be on academic or disciplinary probation.

3. In the event a private vehicle (not College-owned) is being used, it is expected that in addition to College insurance coverage, the individual driver or private vehicle also be covered through minimal coverage of $50,000 per individual and $200,000 per accident, and that the faculty sponsor be responsible for making sure this coverage is in effect.

4. In the event dangerous driving conditions are encountered, the driver is authorized to discontinue the journey until safer circumstances prevail. Overnight lodging is encouraged rather than endangering lives in an effort to reach a destination under perilous conditions such as fog, driving snow, or rain or ice. A student personnel dean should be notified immediately of such plans.

5. It is expected that all rules of safe driving will be observed.

ACADEMIC CALENDAR 1975-76

Fall Term

September	3	Faculty Meeting, 9:30 a.m.
	3	Arrival of New Students
	4-5	Orientation and Advisement
	5	Registration - Freshmen & Transfers 1 p.m. - 5 p.m.
	6	Registration - Former Students 8:30 a.m. - 4 p.m.
	7	Convocation Sunday (All students)
	8	Classes begin, 8 a.m.
	12	Last day for course changes
	12-13	Fall Faculty Conference
	17	Academic Convocation (All students)
	26	Last day for withdrawal from class
October	15	Mid-term Reports Due
	18	Graduate Record Examinations 8 a.m. - 5 p.m.
	20-24	Confirmation of Winter Term Schedules Pre-registration for Spring Term New students pre-registration for winter and spring terms
	29	Undergraduate Record Examinations 8:30 a.m. - 3:30 p.m.
November	19-25	Term Examinations
	26	Residence Halls Close, 10 a.m.

Winter Term

November	30	Residence Halls open at 2 p.m.
December	1	Winter term registration, 8:30 a.m. - 3 p.m.
	2	First day of classes, 8 a.m. (All Monday classes meet)
	3	All Tuesday classes meet
	5	Last day for course changes
	19	Last day for withdrawal from class
December	20 -	Christmas Recess
January	4	
	5	Classes resume, 8 a.m.
	10	Graduate Record Examinations 8 a.m. - 5 p.m.
	20	First class day for Second Short Term
	22	Mid-term Reports Due

Winter Term

January	26-30	Confirmation of Spring Term Schedules
February	25-28 &	Term Examinations
March	1-2	Term Examinations
	3	Residence Halls Close, 10 a.m.

First Short Term: December 1 - January 19
Second Short Term: January 20 - February 24

Spring Term

March	7	Residence Halls Open at 2 p.m.
	8	Spring Term Registration 8:30 a.m. - 3 p.m.
	9	First Day of Classes, 8 a.m. (All Monday classes meet)
	10	All Tuesday classes meet
	12	Last day for course changes
	24	Charter Day
	26	Last day for withdrawal from class
	31	Undergraduate Record Examination 8:30 a.m. - 3:30 p.m.
April	13	Mid-term Reports Due
	14	All Thursday classes meet
	15	All Friday classes meet
	16-19	Easter - Spring Recess
	20	Classes resume at 8 a.m. (All Monday classes meet)
	21	All Tuesday classes meet
	26-30	Pre-registration for 1976-77
May	12	Awards Convocation - 11 a.m.
	13	Academic Honors Dinner
	14	Athletic Awards Dinner
	16	Senior Sunday
	19-25	Term Examinations
	29	Commencement

1976 Summer School

First Term: June 7 - July 10
Second Term: July 12 - August 14

DEADLINES AND DATES TO KEEP IN MIND
(In addition to those on the Academic Calendar)

September 1 to August 31	Academic Year
July 1 to June 30	Fiscal Year
April 1 to March 31	Chairmen of standing committees of the faculty and department chairmen serve.
December 1, 1975	Deadline for applications for sabbatical leaves and special leaves of absence during the academic year 1976-77.
December 1, 1975	Deadline for applications for the faculty McConnell Scholarship (funds for study during the summer of 1976).
January 15, 1976	Annual reports from individual faculty members are due.
January 22, 1976	Budget proposals and annual reports from department chairmen are due.
January 31, 1976	Annual reports from division chairmen and Director of Center for Teacher Education are due.
February 1, 1976	Deadline for spplications for faculty enrichment grants to be used during the academic year 1976-77. This, of course, includes funds to be used during the summer of 1976.
February 1, 1976	Deadline for departmental library orders for the fiscal year ending June 30, 1976. The Academic Council, in consultation with the Librarian will determine the books which will be purchased with the unspent portion of a departmental allocation for the fiscal year 1975-76. (Faculty Handbook, p. 55)

Please see the appropriate section in the Faculty Handbook for details in regard to each of the above applications and reports.

EMORY & HENRY COLLEGE

MEETINGS OF THE FACULTY 1975-76

Kelly Library, Lyceum Room

Faculty Conference - September 12, 13

Regular Monthly Meetings
Wednesday, 9:30 a.m.

September 3
October 8
November 12
December 17
January 14
February 11
March 17
April 28
May 19

EMORY & HENRY COLLEGE
FACULTY 1975-76

	Name	Date of Appointment	Years of Service (thur Aug. '76)	Rank*
1.	W. Thomas Graybeal	1948-	28	1
2.	G. C. Culberson /	1949-	27	
3.	Loren W. Dow	1949-	27	1
4.	Ludwik S. Sikorski	1950-	26	1
5.	Rex D. Haren	1952-	24	2
6.	George J. Stevenson	1952-	24	1
7.	Edgar Bingham	1953-	23	1
8.	Alice S. Dow	1954-	22	1
9.	Ruth Biggers 1947-51,	1959-	21	2
10.	Robert H. Goldsmith	1955-	21	1
11.	Ruth C. Crouse	1956-	20	1
12.	William C. Mason, Jr.	1956-	20	3
13.	Lewis M. Purifoy, Jr.	1956-	20	1
14.	Charles R. Davis	1957-	19	1
15.	Joseph E. Williams	1957-	19	3
16.	Lucille T. Blesi	1958-	18	3
17.	Mary B. Cox	1958-	18	2
18.	A. L. Mitchell	1958-	18	3
19.	J. Allen Neal	1958-	18	2
20.	Maye R. Hill	1960-	16 1/2	3
21.	Cecil M. Nelson	1960-	16	1
22.	C. Raymond Spell	1960-	16	1
23.	Daniel G. Leidig	1961-	15	1
24.	Bruce C. Carruth	1962-	14	1
25.	V. Ray Hancock	1963-	13	1
26.	R. LaMarr Smith	1963-	13	3
27.	Terry R. Griffin	1964-	12	3
28.	Eleanor H. Hutton	1964-	12	3
29.	Joseph H. McCoy	1964-	12	2
30.	H. Alan Pickrell	1964-	12	3
31.	Samir N. Salbia	1964-	12	1
32.	W. Thomas Yost	1965-	11 1/2	2
33.	George R. Chavatel	1965-	11	2
34.	Turner N. Clinard	1965-	11	1
35.	Maurice S. Luker, Jr.	1965-	11	1
36.	Huey Pledger, Jr.	1965-	11	1
37.	Eugene L. Rasor	1965-	11	2
38.	George A. Smalling	1965-	11	3
39.	Robert D. Denham	1966-	10	2
40.	Georgeanna Driver	1966-	10	4
41.	Royce L. B. Morris	1966-	10	3
42.	Charles S. Bartlett, Jr.	1967-	9	2

	Name	Date of Appointment	Years of Service (thru Aug. '76)	Rank*
43.	Alfredo Castellanos	1967-	9	3
44.	T. Edward Damer	1967-	9	2
46.	James R. Hughes	1967-	9	3
47.	Frederic R. Kellogg	1969-	7	2
48.	George E. Treadwell	1970-	6	3
49.	Marion C. Wicht, Jr.	1970-	6	3
50.	Stephen L. Fisher	1971-	5	3
51.	Arnold Mellinger	1971-	5	4
52.	J. Michael Jones	1972-	4	3
53.	Helen A. Archibald	1973-	3	2
54.	James O. Benedict	1973-	3	3
55.	Douglas W. Boyce	1973-	3	3
56.	Charles W. Byrd, Jr.	1973-	3	3
57.	Thomas F. Chilcote	1973-	3 1/2	
58.	Richard A. O'Neil	1973-	3	3
59.	Susan A. Platt	1973-	3	4
60.	Fred D. Selfe	1973-	3	4
61.	David C. Robbins	1974-	2	4
62.	L. S. Strohl III	1974-	2	
63.	Elizabeth Stewart	1972-	4	
64.	Steven R. Roehling	1974-	2	
65.	James Carl Foster	1975-	1	3
66.	Clarence Adams, Jr.	1975-	1	3
67.	Lawrence James Cumbo, Jr.	1975-	1	4
68.	Marianne Thomas	1975-	1	4

Emeritus Faculty

1.	Worth J. Young	1939-72	34	1
2.	Helen Power	1943-71	29	1
3.	Leonidas R. Littleton	1922-41, 1957-60	22	1
4.	Lucille M. Webb	1946-68	23	2
5.	Marius Blesi	1947-73	27	1
6.	Hobart L. Stallard	1947-67	21	2
7.	James W. Hill	1948-49, 1955-74	21	1

* Professor 1
Associate Professor 2
Assistant Professor 3
Instructor 4

EMORY & HENRY COLLEGE
DIVISION PERSONNEL 1975-76

Humanities Division — Daniel G. Leidig, Chairman

Department of Art	*Chavatel, Mr. George R. Castellanos, Alfredo (part time) Leidig, Daniel G. (part time)
Department of English	Blesi, Mrs. Lucille Blesi, Dr. Marius (Emeritus) *Clinard, Dr. Turner N. Denham, Dr. Robert D. Goldsmith, Dr. Robert H. Leidig, Dr. Daniel G. Mitchell, Mr. A. L. Pickrell, Mr. H. Alan Smith, Mr. R. LaMarr Webb, Miss Lucille (Emeritus)
Department of Languages	Byrd, Dr. Charles W., Jr. Castellanos, Dr. Alfredo Crouse, Dr. Ruth C. Griffin, Mr. T. R. *Morris, Mr. R. L. B. Stallard, Mr. Hobart L. (Emeritus)
Department of Music	*Davis, Dr. Charles R. Sikorski, Mr. Ludwik Sikorski, Mrs. Alys (part time) Thomas, Ms. Marianne Williams, Mr. Joseph E.
Department of Philosophy	*Damer, Dr. T. Edward O'Neil, Dr. Richard A.
Department of Religion	Archibald, Ms. Helen A. Driver, Ms. Georgeanna *Kellogg, Dr. Frederic R. Luker, Dr. Maurice S., Jr. Mason, Dr. William C.

* department chairman

EMORY & HENRY COLLEGE
DIVISION PERSONNEL 1975-76

Division of Science — Cecil M. Nelson, Chairman

Department of Biology	*Jones, Dr. J. Michael Treadwell, Dr. George E. Wicht, Dr. Marion C.
Department of Chemistry	Littleton, Dr. Leonidas R. (Emeritus) McCoy, Dr. Joseph H. *Pledger, Dr. Huey, Jr. Spell, Dr. C. Raymond
Department of Geology	*Bartlett, Dr. Charles S.
Department of Mathematics	Biggers, Miss Ruth Graybeal, Dr. W. Thomas Hancock, Dr. V. Ray *Haren, Dr. Rex D. Young, Dr. Worth J. (Research)
Department of Physics	Nelson, Dr. Cecil M. *Yost, Dr. W. Thomas
Department of Psychology	Benedict, Dr. James O. *Carruth, Dr. Bruce C. Cox, Dr. Mary B.

* department chairman

EMORY & HENRY COLLEGE
DIVISION PERSONNEL 1975-76

Division of Social Sciences — George J. Stevenson, Chairman

Department of Economics and Business	Adams, Mr. Clarence Cumbo, Mr. Lawrence J. *Dow, Dr. Alice S.
Department of Geography	*Bingham, Dr. Edgar
Department of History	Neal, Mr. J. Allen *Purifoy, Dr. Lewis M. Rasor, Dr. Eugene L. Stevenson, Dr. George J.
Department of Political Science	*Fisher, Dr. Stephen L. Foster, Mr. James Carl Saliba, Dr. Samir N.
Department of Sociology	Boyce, Dr. Douglas W. *Dow, Dr. Loren W.

* department chairman

EMORY & HENRY COLLEGE
DIVISION PERSONNEL 1975-76

Neff Center for Teacher Education — W. Thomas Graybeal, Director

Department of Education

Hill, Dr. James W. (Emeritus)
Hill, Mrs. Maye R.
*Smalling, Mr. George A.

Department of Health and Physical Education

Hughes, Mr. James R.
*Hutton, Mrs. Eleanor H.
Mellinger, Mr. Arnold
Platt, Mrs. Susan A.
Robbins, Mr. David C.
Selfe, Mr. Fred D.

8 department chairman

EMORY & HENRY COLLEGE FACULTY COMMITTEES, 1975-76

Academic & Cultural Enrichment Program

Boyce, Douglas W. (1974-77)
Carruth, Bruce C. (1973-76) Chm.
Chavatel, George R. (1975-78)
Goldsmith, Robert H. (1973-76)
Nelson, Cecil M. (1974-77)
Mason, W. C., Jr. (ex officio)
Bauman, Ken (student member)
Ernst, Phil "
Mason, Lee "
Westerfield, Karen "

Academic Policies

Boyce, Douglas W. (1975-78) Secy.
Crouse, Ruth C. (1973-76)
Denham, Robert D. (1974-77)
Pledger, Huey, Jr. (1975-78)
Yost, W. Thomas (1973-76) Chm.
Mitchell, A. L. (ex officio)
Harrison, Dianne (student member)
Lane, Chris "
Westbrook, Walter "

Academic Standards

Benedict, James O. (1974-76) Chm.
Damer, T. Edward (1975-78)
Haren, Red D. (1974-77)
Mitchell, A. L. (ex officio)
Farley, Hettie (student member)
Jay Jackson "

Admissions and Student Aid

Dow, Alice S. (1975-78)
Leidig, Daniel G. (1974-77)
Spell, C. Raymond (1973-76) Chm.
Burchette, Bobby (ex officio)
Dawson, Henry C. (ex officio) Secy.
Holt, Jan (student member)
Trent, Tim "

Athletic Life

Davis, Charles R. (1975-78)
Mellinger, Arnold (1973-76) Chm.
Rasor, Eugene L. (1974-77) Secy.
Hughes, James R. (ex officio)
Hutton, Eleanor H. (ex officio)
Mason, W. C., Jr. (ex officio)
Dorsey, Bob (student member)
Smith, Kathy "

Library

Byrd, Charles W., Jr. (1975-78) Secy.
Hill, Maye R. (1973-76)
Jones, J. Michael (1973-76) Chm.
Strohl, L. S. (ex officio)
Hughes, Jane (student member)
Robertson, Charlotte "

Special Academic Programs

Bingham, Edgar (1974-77)
Hancock, V. Ray (1975-78) Secy.
Kellogg, Frederic R. (1973-76) Chm.

Committee on Committees

Griffin, Terry R. (1975-78
Leidig, Daniel G. (1974-77) Secy.
Yost, W. Thomas (1973-76) Chm.

Faculty Advisory

Bingham, Edgar (1975-77)
Carruth, Bruce C. " Chm.
Denham, Robert D. "
Fisher, Stephen L. "
Hutton, Eleanor H. "
Kellogg, Frederic R. "

Appeals Board

Archibald, Helen A.
Dow, Loren W.
Smith, LaMarr
Cox, Mary B. (alternate)

Representatives to Council of Student Affairs

Clinard, Turner N. (1974-77)
McCoy, Joseph H. (1974-76)
Rasor, Eugene (1975-78)

77

The President and the Academic Dean are ex officio members of all committees except the Faculty advisory Committee

1974-75 HONORARY DEGREES COMMITTEE

EMORY & HENRY COLLEGE

Trustees:

Mr. Olin F. Armentrout
Mill-Park Farm
Max Meadows, Virginia 24360

Mr. Toy F. Reid
2141 Heatherly Road
Kingsport, Tennessee 37660

Rev. Nelson C. Woody
P. O. Box 445
Galax, Virginia 24333

Faculty:

Dr. Edgar Bingham (1974-75)

Dr. Bruce C. Carruth (1974-76)

Dr. Huey Pledger (1974-77)

Chairman, President Thomas F. Chilcote

Ex officio, Dean Samir N. Saliba

GUIDELINES FOR CURRICULAR CHANGES

All proposals for curricular change must be submitted to the Academic Policies Committee. The change may be proposed by any person with faculty status, a departmental faculty, a divisional faculty, the Academic Council, or a student member of the Academic Policies Committee. A proposal must meet the following specifications in order to be considered by the Academic Policies Committee:

I. Minor changes in Course Descriptions

A. If the proposal is a minor change in the catalog description of a present offering (an editorial improvement in the description of the course, a change in title, or a renumbering of the course), state the reasons for the change along with a complete statement of the proposed description as it will appear in the College catalog.

B. If the Academic Policies Committee approves the minor changes, the faculty will be informed and the changes will become effective.

II. Deletion of Courses

A. If the proposal is for the deletion of a course now being offered, supply a statement of the course as it now appears in the College catalog.

B. Give a complete rationale for the proposed deletion.

C. If the Academic Policies Committee recommends the deletion, the deletion will become effective by a majority vote of the faculty.

III. Major Course Changes or Additions to the Curriculum

A. If the proposal is for a substantive change in a course description, such as a change in the basic content, approach, or level of difficulty, or if the proposal is for an addition to the curriculum, supply a description of the proposed course as it will appear in the College catalog (viz. the proposed course title, catalog number, description, prerequisites, and course credit).

B. Give a complete rationale for the proposed change.

C. If the proposal is for an addition to the curriculum, give consideration to at least the following issues in the rationale:

1. In what way will the new course fulfill needs not presently being met by present offerings?

2. What is the reason for each prerequisite for the course?

3. How does the course relate to departmental major/minor programs?

4. How will the course fit into the regular teaching schedule of the department?

5. When and how often will the course be offered?

6. Are there any indications of probable enrollment?

7. What persons may be qualified to teach the course? What specific training has equipped these persons to teach the course?

8. What facilities may be required to teach the course? How adequate are the library holdings in the subject area of the course?

D. If the Academic Policies Committee recommends the proposal for a major course change or addition, it will become effective by a majority vote of the faculty.

IV. Procedure for the Review of Proposals

A. Any proposal which is submitted as a departmental recommendation should be reviewed by and carry the initials of all the members of that department and the chairman of the academic division to which the proposal might be relevant, to insure that each of these persons is fully aware of the content of the proposal.

B. A proposal which is submitted by a student should be reviewed by the appropriate committee of the student government and/or a student member of the Academic Policies Committee.

C. The committee will notify the appropriate department if a proposal is submitted from a source other than that department and is principally concerned with its offerings.

All proposed changes to be included in the College catalog for the succeeding year must be submitted to the Academic Policies Committee on or before January 1.

EMORY & HENRY COLLEGE

FACULTY REQUEST FOR SHORT LEAVE

File with Academic Dean 10 days before leave desired, if possible.

Name_____ Position_____

Duration of leave_____, beginning (Date)_____(Hour)_____

ending (Date)_____(Hour)_____

Reason for leave: Illness_____Official_____ Personal_____

Professional_____

Destination and purpose:

_____

_____

_____

Classes to be missed	Times to be missed	Arrangements
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

_____
Date of Request

_____
Signature of person requesting leave

Approved by:

_____
Department Chairman

_____
Academic Dean

OAD, Rev. 8/70

EMORY & HENRY COLLEGE

ANALYSIS OF UNSATISFACTORY ACADEMIC STATUS

1. Student's evaluation of the probable causes of unsatisfactory status:

Additional factors which, in the judgment of the student, pertain to specific subjects. Please indicate subject: (English, history, etc.) Check appropriate item.

	Subject	Subject	Subject
Do not study			
Have reading problem			
Do not hand work in on time			
Am excessively absent			
Am frequently late to class			
Do not spend enough time on lessons			
Have health or other personal problem			
Do not seek help from teacher			
Have poor background for subject			
Am not interested in subject			
Am working too much outside school			
Have too many outside activities			
Cause unknown			
Other			

Signature of Student

2. My evaluation of the foregoing with respect to the student's understanding of his problem is this:

3. In conference, the student and I effected the following action relating to the above:

Signature of Advisor Date

OAD 9/1/62

THIS FORM SHOULD BE SUBMITTED TO REGISTRAR WELL IN ADVANCE OF ANTICIPATED ABSENCES.

EMORY & HENRY COLLEGE

REQUEST FOR CONSIDERATION FOR ABSENCES FROM CLASSES

PROFESSOR _____ REQUESTS THAT CONSIDERATION BE GIVEN TO EXCUSING THE FOLLOWING NAMED STUDENTS FROM CLASSES DURING THE PERIOD _____ (HOURS) ON _____ (DATE) FOR PURPOSES OF _____;

THE STUDENT'S FIRST RESPONSIBILITY IS TO HIS REGULARLY SCHEDULED CLASSES. IF ANY OF THE ABOVE NAMED STUDENTS ARE REQUIRED TO BE IN YOUR CLASS(ES) DURING THIS PERIOD, PLEASE NOTIFY THE PROFESSOR MAKING THIS REQUEST IN ORDER THAT HE MAY MAKE APPROPRIATE ADJUSTMENT FOR HIS STUDENTS.

FORM CMF

REQUEST FOR ASSIGNMENT TO OR CHANGE IN MAJOR FIELD

NAME _____ DATE _____

I request assignment for a major field of study in _____

(or interdisciplinary major with principal area of concentration in _____).

My proposed minor field of study is _____.

My current major is _____ and my faculty advisor is _____.

Listed below are the courses which I have taken in my proposed major (principal area), along with grades earned. My Q.P.R. to date on these courses is _____.

Course	Instructor	Grade	Course	Instructor	Grade

If this is a request for a change in (rather than assignment to) major field, state reasons for change: _____

I understand that once this request is approved and recorded I may not change major field or advisor without again going through this same procedure.

Signed _____

Student must carry this form to chairman of proposed major field for interview and then return to Academic Offices.

Date interviewed by chairman of proposed major department _____

(1) Full acceptance into major program recommended: _____
Department Chairman

(2) Tentative acceptance recommended, but with the following stipulations _____

_____; Request to be reviewed no later than _____ _____
Department Chairman

The department recommends that _____ be assigned as faculty advisor.

Reviewed in Academic Offices:
Approved and recorded: _____ Notices to S DC FA_1 FA_2

OAAD 8/21/72

TERM: F W SP SU_1 SU_2 19___

COURSES FOR WHICH PRE-REGISTERED

	DEPT.OR SUBJECT	COURSE NUMBER	SECT.	LAB/ DISC. SECT.	HOUR SCHED.	INSTR.
FIRST COURSE						
SECOND COURSE						
THIRD COURSE						
H & P.E. ACTIVITY						
MUSIC (PERF.)						
MUSIC (ENSEM.)						

COURSE CONFIRMATION/CHANGE FORM

NAME OF STUDENT

SOCIAL SECURITY NUMBER

F SO JR SR SPL.

THE COURSES SHOWN ARE THOSE WHICH I DESIRE TO TAKE FOR THE COMING TERM, AND I CONFIRM THIS SCHEDULE WITH MY SIGNATURE BELOW.

STUDENT SIGNATURE

I REQUEST PERMISSION TO MAKE THE COURSE CHANGES SHOWN BELOW. (COURSE CHANGES REQUESTED AT TIMES OTHER THAN THE COURSE CONFIRMATION PERIOD EACH TERM ARE SUBJECT TO A $5 CHANGE FEE.)

FEE

DROP			ADD		
COURSE	HOUR SCHEDULED	INSTRUCTOR	COURSE	HOUR SCHEDULED	INSTRUCTOR

IF APPROVED, MY REVISED SCHEDULE WILL CONSIST OF THE COURSES SHOWN BELOW.

	DEPT.OR SUBJECT	COURSE NUMBER	SECT.	LAB/ DISC. SECT.	HOUR SCHED.	INSTR.
FIRST COURSE						
SECOND COURSE						
H & P.E. ACTIVITY						
MUSIC (PERF.)						
MUSIC (ENSEM.)						

IN THE SPACE BELOW, GIVE REASON(S) FOR MAKING THIS REQUEST (BE SPECIFIC):

SIGNATURE OF STUDENT

SIGNATURE OF FACULTY ADVISOR

BUSINESS OFFICE REPRESENTATIVE

APPENDIX

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REVISED BYLAWS
HOLSTON CONFERENCE COLLEGES
EMORY & HENRY - HIWASSEE -
TENNESSEE WESLEYAN
(Effective as of May, 1974)

ARTICLE I - THE BOARD OF TRUSTEES

Section 1. The Board of Trustees shall be composed of the President of each College, the resident Bishop of the Episcopal Area of the United Methodist Church, the Director of Christian Higher Education and Development of the Holston Conference, the Conference Lay Leader of the Holston Conference, the President of the United Methodist Women of the Holston Conference, and the District Superintendent of each Holston Conference District in which the three colleges are located who shall be ex officio members.

In addition, the student government of each of the three Conference colleges, through a procedure to be determined by each of the said student government organizations, may select three persons who meet the legal age requirement from the student body of said institution to be submitted to the Nominating Committee and then to the Executive Committee of each college to be then submitted to the Committee on Nominations of the Board of Higher Education and Ministries of the Holston Conference, from which group the said Committee on Nominations will choose one person to be submitted to the Holston Annual Conference for nomination to the Board of Trustees of the Holston Conference Colleges for election as an ex officio member of said Board.

The faculty organization of each of the three Conference colleges, through a procedure to be determined by each of the said faculty organizations, may select three tenured persons from the faculty of their college to be submitted to the Nominating Committee and then to the Executive Committee of each college and then submitted to the Committee on Nominations of the Board of Higher Education and Ministries of the Holston Conference, from which group the said Committee on Nominations will choose one person to be submitted to the Holston Annual Conference for nomination to the Board of Trustees of the Holston Conference Colleges for election as an ex officio member of said Board.

The alumni organization of each of the three Conference colleges, through a procedure to be determined by each of the said alumni organizations may select three persons from the membership of the alumni organizations of said college to be submitted to the Nominating Committee and then to the Executive Committee of each college and then submitted to the Committee on Nominations of the Board of Higher Education and Ministries of the Holston Conference, from which group the said Committee on Nominations will choose one person to be submitted to the Holston Annual Conference for nomination to the Board of Trustees of the Holston Conference Colleges for election as an ex officio member of said Board.

PROVIDED FURTHER, that

1) The nominee from each of the above mentioned groups is to be submitted annually to the Committee on Nominations of the Board of Higher Education and Ministries not less than 30 days prior to its meeting for the purpose of making nominations to the Annual Conference:

2) Student members so chosen and elected shall serve only as long as they are full-time, regularly-enrolled members of the student body from which they were chosen;

3) No alumnus or alumna or faculty member so chosen and elected shall serve more than eight years consecutively.

Furthermore, up to seventy-five (75) additional elected members whose term of office shall be for four years unless elected to fill a vacancy and who may be re-elected for one additional successive term. Their respective terms shall begin on the date of the annual meeting at the time they are elected. The total elected membership of the Board shall be divided into four panels. One panel's term of office shall expire each year at the date of the annual meeting. Six trustees, preferably alumni (two per each Executive Committee) may be elected who are not members of the United Methodist Church provided the number of elected Trustees does not exceed 75 and provided they are nominated and elected in the prescribed manner.

Selection of the elected Board members shall be in the following manner: The Nominating Committee of the Board of Higher Education and Ministries through the Director of Higher Education shall receive annually in writing on or before its mid-winter meeting from each Executive Committee suggested names equal to the number of vacancies occurring on that particular Executive Committee. The nominating committee shall be appointed by the Chairman of the Board of Higher Education and Ministries and composed of five of its members and the three college presidents who shall serve as members ex officio. The Director of Higher Education shall serve as Secretary but have no vote. The Committee shall consider the names proposed but will not be limited to them in making nominations to the Board of Higher Education and Ministries. The nominating committee shall present a list of candidates to the Board of Higher Education and Ministries equal to the number of vacancies occurring on the Board of Trustees. In so doing, care should be exercised by the committee to ascertain that the total membership of the Board of Trustees should maintain the ratio of three laymen to two ministers. Following approval of the recommended nominations by the Board of Higher Education and Ministries, the recommendations should be submitted to the Annual Conference for confirmation provided, however, that the privilege of nominations from the floor shall not be denied. Following confirmation (or nomination) by the Holston Annual Conference of a list of names equal to the number of vacancies occurring on the Board of Trustees of the Holston Conference Colleges for election at the close of its regular fall (annual) meeting

Section 2. The Board of Trustees, at its annual meeting, may elect honorary trustees to serve for a term of one year without the right to vote. The number of such trustees shall not exceed ten for each college.

Section 3. The Board of Trustees shall determine the broad policies of the college, receive reports and evaluate the work and program of the college; elect the president, who shall serve at the pleasure of the Board, and set his salary; review and apporve the budget of each college and establish salary scales for the faculty and staff. The Executive Committee of the college shall develop programs and procedures implementing the policies established by the Board as may pertain solely to the operational requirements of the college, and perform those other functions consistent with Article III, Section 1.

Section 4. It shall be the duty of each member of the Board of Trustees to visit the campus of each college, to become familiar with their buildings, grounds, equipment, and property of the college, and to become informed concerning the curriculum and other activities.

Section 5. It shall be the duty of each member of the Board of Trustees to make every reasonable effort to secure funds for the strengthening of the college and to promote its welfare by extending its patronage and interpreting its needs and its contributions. It shall also be the duty of members of the Board to attend all meetings of the Board and the meetings of the respective Executive Committees and standing Committee to which they are assigned.

ARTICLE II - OFFICERS OF THE BOARD

Section 1. The officers of the Board, who shall be elected at the annual meeting of the Board to serve for a term of one year or until their successors are elected, shall consist of a Chairman (President) and Vice-Chairman (Vice-President) who by joint election shall serve as Chairman and Vice-Chairman of the Board when considering the affairs of all of the three colleges and also as Chairman and Vice-Chairman of each of the three colleges when matters pertaining to the separate colleges are under consideration. The Director of Christian Higher Education shall serve as the Secretary of the Board.

Section 2. The Chairman of the Board shall, when present, preside at the meetings of the Board, and discharge all the duties which ordinarily pertain to that office. He shall appoint the committees for Board meetings unless otherwise specified, shall together with the President of the college sign all diplomas or certificates conferred and approved by the Board, and, with the exception of such authority as may be conferred on the President of the College, he shall execute contracts and documents required of him, and generally shall perform such further duties as may be designated by the Board.

Section 3. In the event of the absence of the Chairman of the Board at any Board meeting the Vice Chairman shall preside at such meeting; and in the event of the death or resignation of the Chairman of the Board, the Vice-Chairman shall have the powers and perform the duties of the Chairman until his successor is elected. In the event of the death or resignation of the Chairman, his successor shall be elected for the unexpired term at the next stated or called meeting of the Board sitting as the Board of the three colleges.

Section 4. The Chairman of the Executive Committee of each College shall, when present, be the presiding officer of the Executive Committee of that College at all of its sessions. He shall also serve as a member of the Coordinating Committee. In the absence of the Chairman, the Vice-Chairman shall in each instance serve in his place and stead.

Section 5. The Secretary shall keep full and accurate minutes of all meetings of the Board and generally shall perform all the duties pertaining to the office or assigned him by the Board.

The minutes of all meetings shall be reproduced or duplicated and mailed to all members of the Board. A recording secretary may be appointed by the Secretary for the purpose of recording minutes of all meetings and to aid in their preparation.

Section 6. A Treasurer may be elected who shall sign documents on behalf of the Board of Trustees as may be required and generally shall perform all the duties pertaining to that office.

Section 7. Upon the vote of three-quarters of the members of the Board of Trustees and in special recognition of the distinguished service rendered by the Chairman of the Board, upon retirement from the Chairmanship and from the Board, the recognition of Emeritus Chairman of the Boards of Trustees of the Holston Conference Colleges may be bestowed upon a former Chairman of the Board. Such an Emeritus relationship would make the recipient an ex officio member of the Board and a member of all its standing committees. This Emeritus status once granted would continue for the lifetime of the honoree or until altered by action of the Board.

ARTICLE III - COMMITTEES OF THE BOARD

A. Standing Committees Elected by the Board

The following Standing Committees of the Board of Trustees shall be elected at each annual meeting of the Board:

Section 1. An Executive Committee for each of the three colleges which shall be composed of the Chairman and Vice-Chairman of the Board, the President of the College, the resident Bishop, the Director of Christian Higher Education and Development, and the District Superintendent of the

District in which the College is located, as ex officio members, and from twelve to twenty-five other Trustees to be elected by the Board. Presence of a majority of elected members shall be necessary for transaction of any business. At the time of the Annual Board meeting the Executive Committee shall elect its own Chairman who shall preside over its sessions. a Vice-Chairman who shall serve in the absence of the Chairman and a Secretary. The President of the College, the Chairman, the Vice-Chairman or Secretary of the Board shall serve as Chairman of the meeting during the election of Executive Committee officers.

The Executive Committee shall meet at least once each quarter except the Summer quarter, and its Chairman, or the President of the College, is authorized to call special meetings whenever it shall be necessary. Special meetings may also be called by four members of the Committee, but attendance of a majority of the elected members shall be necessary for the transaction of any business. In the interim of the meetings of the Board, the Executive Committee shall exercise the powers of the Board in the current operations of the College, provided that its decisions shall conform to the policies of the Board and to the adopted budget.

The Executive Committee shall have the right to purchase real estate which is needed and becomes available for school purposes, provided adequate means for financing have been provided, and provided that the purchase of each parcel of real estate shall be voted upon favorably by a majority of the entire Executive Committee.

The Executive Committee shall have the right to authorize the sale of real estate of the College for such consideration and upon such terms and with such security for the unpaid balance as said Committee shall determine provided such Committee be first authorized to sell the specific property by the Board of Trustees of the College in meeting assembled. However, only the approval of the Executive Committee shall be required to sell real estate held by the college as endowment or real estate previously designated by the Board of Trustees as faculty housing.

A given Executive Committee of a College shall be permitted to borrow up to 10% of the current operational budget figure for that institution at any one time as a maximum outstanding obligation without previous authority of the Board. However, a report should be made to the Board of Trustees of the College at its next meeting of such action.

Furthermore, in an emergency, a college may have the authority to borrow with the concurrence of the President of the College, the Chairman of the Executive Committee, the Chairman of the Board, and the Secretary of the Board an amount not exceeding the monthly payroll of that institution on a short-term note of no more than 90 days. Within 30 days after making of such a loan, the Executive Committee of the College involved shall meet and address itself to the financial situation of the College with a report to be made to the full meeting of the Board at its next meeting.

Records of the meetings of the respective Executive Committee shall be carefully made and preserved and a copy thereof mailed to all members of the Board following each meeting, such Minutes of these Executive Committee meetings to be mailed to all the Board members at least fifteen days before the next following meeting of the Board.

Section 2. The Nominating Committee of the Board of Trustees which shall be composed by six members of the Board, who shall not be officers of the Board, and who shall be elected annually upon nomination of those Trustees who are serving as the Chairman of the Executive Committees of the Board of Trustees of Emory and Henry, Hiwassee, and Tennessee Wesleyan Colleges.

The Nominating Committee shall present to the annual meeting of the Board of Trustees a list of nominations for all Standing Committees, except as otherwise herein provided, (i.e. Nominations for the Executive Committee and the Developments and Funds Committee shall be made by the Nominating Committee) and for the Chairman, Vice-Chairman, and Treasurer (if so desired) of the Board and for Honorary Trustees. Other nominations may be made by any Trustee present at the meeting. Election shall be by ayes and nays unless otherwise ordered.

Section 3. A Development and Funds Committee for each of the three Colleges which shall be composed of not less than five persons, at least five of whom shall be members of the Board. Names for membership on this Committee shall be recommended by the Chairman of the Board and President of the College, to the Nominating Committee. It will be the continuous duty of this Committee to endeavor to raise funds for the College by the procurement of gifts and grants from alumni, other individuals, corporations, foundations and institutions, and to formulate and expedite plans to attain its purpose. The Committee shall report its activities to the Board of Trustees at each regular meeting. The officers of the Board shall serve as ex officio members of this Committee. The President of the College shall also be a member of the Committee and shall serve as Chairman.

Section 4. The Coordinating Committee representing each of the three Colleges which shall be composed of the Chairman, Vice-Chairman and Secretary of the Board of Trustees, the Chairman (or President) of Holston Conference Colleges, Incorporated, the Chairman of each Executive Committee and the President of each college, the Bishop of the Area and a cabinet representative designated by him, the Chairman of the Holston Conference Board of Higher Education and Ministries, the Chairman on the Committee on Higher Education and the Director of the Council on Ministries of the Holston Conference.

The Coordinating Committee shall study the common needs and joint interests of the Holston Conference Colleges, recommend the salaries of the Presidents to the Board, and shall consider such new policies as will enable the colleges to make their greatest contribution to the Church in the area served and to each other. The recommendations of the Committee shall be made to the Board or to the Executive Committee. It shall also establish schedules of meetings for itself and each Executive Committee. Such a Committee shall hear all appeals from the represented colleges and give considered judgments to their requests.

No financial asking of the Conference involving any or all of the Holston Conference Colleges may be presented to the Holston Conference Council on Finance and Administration unless prior approval has been given by the Coordinating Committee.

This Committee shall also formulate and direct the joint Christian Higher Education and Development Program of the three Holston Conference Colleges, and shall elect and supervise the work of the Director of Christian Higher Education and Development, who shall make reports to the Holston Conference and its boards and agencies related to higher education, to the Presidents of the Holston Conference Colleges, and to the Boards of Trustees, whose meetings he shall attend as an ex officio member.

The Director of Christian Higher Education and Development shall serve as secretary and coordinator of the Board of Trustees of Holston Conference Colleges and as an ex officio member of all major committees. As secretary he shall preserve all permanent records of the Board and shall prepare bulletins, brochures, reports, minutes and official news released and shall be authorized to negotiate and execute such legal documents as the board may determine.

The Director shall act in behalf of the Board of Trustees as coordinator between the several colleges and between the colleges and the Holston Conference Board of Higher Education and Ministries. He shall be a counselor and consultant to special study committees, to individuals and to Conference agencies who may seek information or counsel relative to matters about which the Director may possess special knowledge or experience.

The Director shall be apprised of major financial involvements of each college and of the development of program and policies and shall lend assistance upon request of the Presidents. He shall promote foundation relationships and shall seek funds from them, from corporations, individuals and churches.

The Director serves as Secretary and Executive Director of Holston Conference Colleges, Incorporated.

The Director shall be involved in student cultivation, financial promotion and interpretation of Christian Higher Education throughout the Conference by means of public speaking and preaching, radio and television contacts, local church and district emphases, representation to Boards and Agencies, and through development of films and slides. He shall promote a student aid program, determining need, securing and distributing funds, and coordinating the program with the several colleges.

The Director shall give an annual report to the Board at its May meeting.

The Committee shall be convened for organizational purposes by the Chairman of the Board of Higher Education and Ministries and shall elect from its members as Chairman, Vice-Chairman, and Secretary.

Section 5. An Investment Committee for each of the three Colleges, each of which committee shall be composed of not more than five (5) members, to be elected by the Board of Trustees upon nomination by the Executive Committee.

B. Standing Committees Appointed by the Chairman of the Board

The following Standing Committees of the Board of Trustees shall be appointed by the Chairman and confirmed by the Board at the annual meeting:

Section 1. A Finance Committee which shall consist entirely of members of the Board. The Chairman of the Board, the Vice-Chairman of the Board, and the Director of Christian Higher Education shall be ex officio members of this Committee. This Committee shall review the annual report of the auditor, consider the annual budget of the college, receive financial recommendations of the President and Executive Committee, review the staff and faculty salary schedule, and perform other functions as assigned by the Board.

Section 2. A Recommendations Committee which shall consist entirely of members of the Board. The Chairman of the Board, the Vice-Chairman of the Board, and the Director of Christian Higher Education shall be ex officio members of this Committee. This Committee shall consider all recommendations from the President and the Executive Committee dealing with policies for action or referral, except those referred to the Finance Committee, the Committee on Educational Program and Policy, or the Resolutions Committee.

Section 3. A Resolutions Committee consisting entirely of members of the Board which shall prepare all complimentary resolutions referred to it by the Chairman of the Board, the Secretary, the Presidents of the Colleges, or any Committee of the Board.

Section 4. A Committee on Educational Program and Policy which shall consist of members of the Board of Trustees with the three Deans of the individual colleges and the Chairman of the Board, the Vice-Chairman of the Board, and the Director of Christian Higher Education serving as ex officio members. Among its duties, this Committee shall study and make recommendations to the Board of Trustees relative to the educational program and policy of the three colleges collectively and individually, coordinate curricular offerings of the institutions, evaluate their effectiveness and cost, and ascertain the value of a given program for a particular institution.

C. Committees for Board Meetings

The Chairman shall appoint at each Board meeting such special committees as he deems necessary or as shall be ordered by the Board.

ARTICLE IV - MEETINGS OF THE BOARD

Section 1. The Board of Trustees shall meet annually on the last Tuesday in October of each year at 2:00 p.m. at such place as the Board has designated or if no meeting place has been designated, at a place selected by the Chairman of the Board. If because of unforeseen circumstances the annual meeting cannot be held on the designated date, the Chairman may select another date as near as possible to the date originally specified.

Section 2. Twenty members shall constitute a quorum for the transaction of business; but if less than a quorum is present, a date for an adjourned meeting may be set by those present. However, if a meeting is held for the election of a President of the College, a majority of the entire Board shall constitute a quorum.

Section 3. At the appointed hour the meeting shall be called to order by the Chairman of the Board, or Vice-Chairman if the Chairman is absent. In the absence of both, the Chairman of the Executive Committee of the College, where that particular meeting is being held, shall preside.

Section 4. SUGGESTED AGENDA FOR THE REGULAR MEETINGS OF THE BOARDS OF TRUSTEES OF THE HOLSTON CONFERENCE COLLEGES

(Meetings of Committees shall be held previous to full meeting of the Board.)

1. Call to order
2. Prayer
3. Roll Call
4. Approval of Minutes of Previous Meetings
5. Reports of the Presidents (Full report at fall meeting only - necessary items presented only at spring meeting)
6. Report of the Director of Christian Higher Education (Full report at spring meeting - only necessary items at fall meeting)
7. Reports of Special Study Committee (if any)
8. Reports of Standing Committees:
    1. Coordinating Committee
    2. Development Committee
    3. Finance Committee
    4. Recommendations Committee
    5. Educational Program and Policy Committee
    6. Nominating Committee (when necessary)
    7. Resolutions Committee
9. Necessary appointments of Committees for Board Meeting not previously made and confirmation of Committee appointments.
10. Unfinished and Miscellaneous Business

Section 5. A majority of the Board members present may change the order of business and give precedence to any item they may select.

Section 6. The Rules of parlimentary procedures as given in Roberts Rules of Order revised shall govern the Board in all cases to which they are applicable and in which they are not inconsistent with these Bylaws.

Section 7. One other regular meeting of the Board shall be held each year. This meeting shall be held if possible on the first Tuesday in May of each year at 10 a.m. at a place designated by the Board of Trustees. If no meeting place has been designated by the Board, the place of such meeting shall be selected by the Chairman of the Board.

Section 8. Special meetings of the Board may be called by the President of the College, on approval of the Executive Committee, or by the Chairman of the Board of Trustees, or on written request of not fewer than ten members of the Board, or by ten members of the Board if the Chairman should refuse or fail to call a meeting upon the written request of the members. Written notice shall be given each member of the Board at least fifteen days in advance of each proposed meeting; the notice shall state the time and place of meeting, and shall also state the objects for which the meeting is called. At such meetings the Board shall not consider items of business which were not specified in the call, except by three-fourths vote of the Board members present. When the immediate action of the Board is required and it is impractical to call a meeting, the President of the College with the approval of the Chairman of the Board may poll the members of the Board by mail. The results of such a poll must be reported at the next regular meeting of the Board as a matter of record.

Section 9. The Chairman of the Board of Trustees shall arrange the agenda for the meetings referred to in Section 8.

ARTICLE V - THE ADMINISTRATIVE OFFICERS OF THE COLLEGE AND THEIR DUTIES

Section 1. The Board shall elect the President who shall be the chief executive and administrative officer of the College.

The President shall serve as Chairman of the Faculty and shall have responsibility for the general administrative and academic program of the college. He shall be responsible to the Board of Trustees and the Executive Committee for all affairs of the college and shall direct and supervise the work of the administrative officers and of the faculty and other employees. He shall nominate all persons to serve on the administrative staff and faculty of the college, subject to the approval of the Board of Trustees or its Executive Committee.

The Executive Committee shall, on recommendation of the President, designate the administrative officer of the college who shall exercise limited administrative functions in the event of the prolonged campus absence of the President. In the event of the incapacity of the President, the Executive Committee shall determine the same and make provision therefor.

Section 2. The President shall cause accurate reports of the fiscal and other affairs of the college to be prepared and submitted to the Board of Trustees and to the Executive Committee.

Section 3. The President or a person designated by him or the Executive Committee of the college shall represent the college on public occasions, at educational meetings, and shall confer all properly authorized degrees.

Section 4. It shall be the duty of the President to bring to the attention of the Board of Trustees all matters that in his opinion affect the interests of the college and require consideration by the Board.

Section 5. The President shall have authority to sign all contracts of employment with professors and teachers, and others employed by the college, and also execute such other papers, contracts, or documents as may be authorized by the Board of Trustees or Executive Committee.

Section 6. A business manager, who may be designated as Treasurer, nominated by the President shall be elected by the Executive Committee. He shall keep a permanent record of the financial transactions of the college, which shall be audited annually and reported to the President and the Board of Trustees. He shall keep the President regularly informed of the financial status of the college and perform such other functions on behalf of the college as the President may designate. He shall report directly to the President of the College and to the Executive Committee when requested to do so. He shall prepare a financial statement and a tentative budget which shall reach each Board member at least fifteen days before the meeting of the Board of Trustees.

ARTICLE VI - THE FACULTY

Section 1. The Board shall delegate, through the President, to the Academic Dean and the faculty, general supervision of the curriculum and the government and instruction of the student body, including such matters as admission requirements, curricula, instruction schedules, and other requirements.

Section 2. The Academic Dean shall have general responsibility for the educational program of the college. He shall advise with the President in the formation of the faculty, the determinations of the curricula and concerning all interests under his direction. The Dean shall be nominated by the President and make all reports to him.

Section 3. All members of the faculty shall be appointed and their salaries fixed upon the recommendation of the President by its Executive Committee. The terms and conditions of the appointment shall be stated in writing in an annual contract. Interim vacancies may also be filled by the Executive Committee, on nomination of the President.

Section 4. Faculty members in each of the Senior Colleges, Emory and Henry and Tennessee Wesleyan, respectively, shall be designated in accordance with the following ranks:

Professor
Associate Professor
Assistant Professor
Instructor

Section 5. The relationship of the faculty members of each College to such College shall be determined by a tenure plan formulated by the faculty of each particular College and the administration thereof, and which respective plans shall be approved by the Board of Trustees.

Section 6. The members of the faculty shall be guaranteed the rights and responsibilities of academic freedom. They shall be expected to safeguard the Christian ideals of the college and to conserve its relationship to the United Methodist Church.

Section 7. The Executive Committee may remove faculty members upon recommendation of the President, subject to the provisions of the tenure policy.

ARTICLE VII - MISCELLANEOUS

Section 1. Honorary degrees may be conferred by Emory & Henry College and Tennessee Wesleyan College, respectively, upon suitable persons by a procedure that requires recommendation by a majority vote of the faculty of the respective college and approval of a majority vote of the Executive Committee acting for the Board of Trustees present at the meeting whereat the vote is taken. All votes of the Executive Committee taken upon the granting of honorary degrees shall be taken (by ballot if requested) after submission to the Executive Committee by the President of the granting institution of a statement explaining the qualifications of each nominee. Such statement may be sent by the President to the members of the Executive Committee individually and the ballot on the awarding of such honorary degrees may be taken by mail by the Chairman of the Board of Trustees.

Section 2. A Citation of Merit may be conferred by Hiwassee College upon suitable persons by nomination of the faculty and recommendation of the President, provided such nomination and recommendation is approved by majority vote of the Executive Committee acting for the Board of Trustees present at a regular meeting of the Executive Committee. All votes upon the granting of citations of merit shall be taken (by ballot if requested) after submission by the President of the qualifications of each nominee.

Section 3. Income from Endowments except when otherwise designated by the donor may be transferred to the current expense account and used for current expenses, but the principal of endowments, from whatever source, shall not be so used. They shall be kept inviolate in accordance with the terms and conditions of such endowments.

Monies added by the Board, or otherwise, to the endowment fund may not be removed. Such funds must be kept intact. They may be added to but may not be decreased.

However, the previous provisions of this section shall not prevent the pledge of such undesignated endowment funds of the college as may be needed to meet the collateral requirements for loans for construction from the Federal Housing and Home Finance Agency, other agencies of the Federal Government, or other governmental and private agencies or corporations when approved by a vote of three-fourths of the membership of the Board of Trustees.

Section 4. These bylaws, or any one of them, may be amended at a regular meeting of the Board of Trustees by a vote of a majority of the members of the whole Board who hold voting rights. Three-fourths of those present at any regular meeting may suspend any of the rules during the continuance of that meeting.

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